

GUIDELINES FOR PLANNING HOUSEHOLD HAZARDOUS WASTE COLLECTION PROGRAMS



**ASSOCIATION OF BAY
AREA GOVERNMENTS**

P.O. Box 2050
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(415) 464-7900

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**ASSOCIATION
OF BAY AREA
GOVERNMENTS**

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Compiled and Prepared by
Emy Chan Meiorin

May 1988

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**ASSOCIATION OF BAY AREA GOVERNMENTS
METROCENTER
EIGHTH AND OAK STREETS
OAKLAND, CALIFORNIA 94607**



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GUIDELINES FOR DEVELOPING A COMMUNITY COLLECTION PROGRAM FOR SMALL QUANTITIES OF HAZARDOUS WASTE

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**Proper Disposal of Household
Hazardous Wastes**



Be responsible – Don't put hazardous wastes in the trash!



Use it up where possible! Follow product directions for proper use.



Use it up! Paint out leftovers on a wall or cardboard. Donate paints to a theatre, charity or civic group.



Use it up where possible! Follow product directions for proper use. Do not puncture aerosol cans.

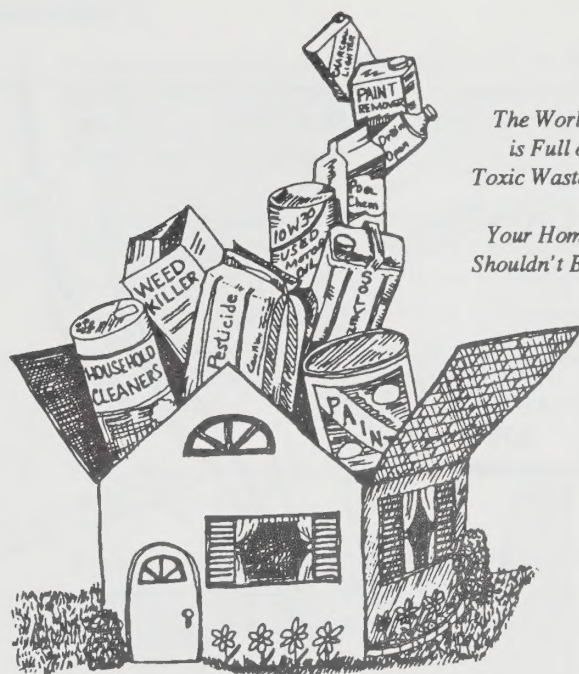


Don't pour down drains or flush in toilet unless specifically approved by local Public Works and Sanitation District.

GUIDELINES FOR DEVELOPING A COMMUNITY COLLECTION PROGRAM FOR SMALL QUANTITIES OF HAZARDOUS WASTE

The design of a community collection program will depend on individual city and county organizational structure, administering agency, in-house technical expertise, available funds, and community support. Typical agencies and departments to be involved in developing and conducting a program include environmental health, fire, water quality control, public works, agricultural commission, solid waste, special hazardous material/waste task force, citizen groups, private hazardous waste haulers, local laboratories, and disposal companies.

The following steps are presented as a guide for local governments developing a collection program for small quantities of hazardous waste. This document updates the ABAG 1985 "Regional Plan for Small Quantity Generators of Hazardous Waste - Appendix P: Chapter 3." Much of the information has been condensed from the Golden Empire Health Planning Center report, "Household Hazardous Waste: Solving the Disposal Dilemma," Sacramento, CA, 1984 and incorporates the California Department of Health Services (DHS) "Draft Guidelines for Establishing Household Hazardous Waste Collection Programs." The application form for a Variance Request for a Household Hazardous Waste Periodic Collection Program and Supporting Documentation is included in Appendix A. For programs involving ongoing household hazardous waste storage (over 96 hours) and/or treatment facilities, the Draft Instructions for Preparing an Operation Plan are provided in Appendix B. Inquiries regarding the adoption of final State guidelines should be directed to the DHS Program Management Section, Sacramento, California, attention Peter Crosby, (916) 739-3172.



*The World
is Full of
Toxic Waste,*

*Your Home
Shouldn't Be*

DEFINITIONS

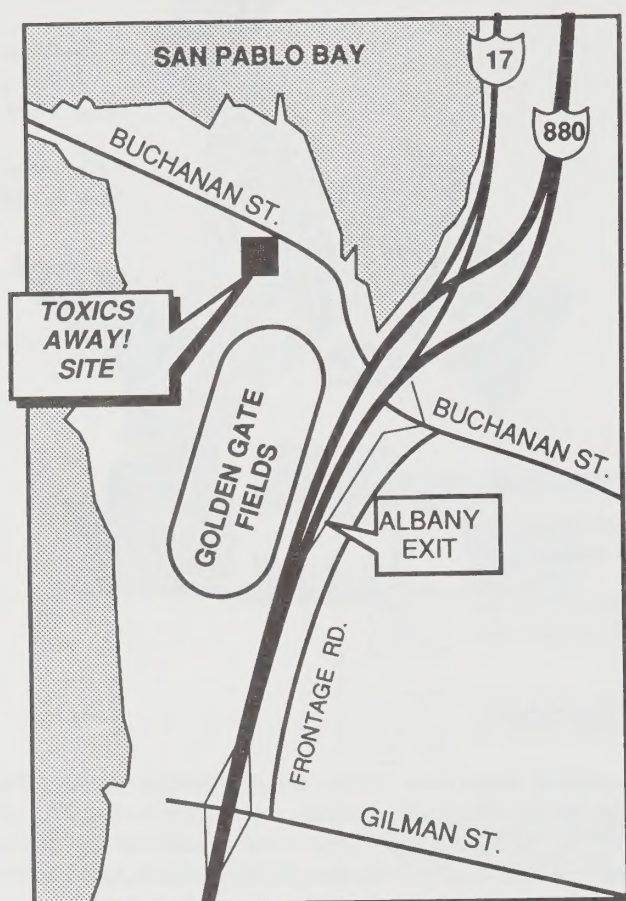
Household hazardous wastes are a consumer product that meets the definition of hazardous waste presented in Section 25117 of the Health and Safety Code or satisfies any of the criteria of Title 22, CAC, Section 66693 (ignitable, toxic, corrosive, reactive); or a waste that contains any identified hazardous substance or pollutant that may have an adverse effect on the beneficial uses of the waters of the State; or a waste that contains an identified hazardous substance that is carcinogenic, mutagenic or teratogenic in humans or animals; or a waste that is identified as hazardous when released into the air.

Generator refers to the local government or special interest group sponsoring the collection program. It should be noted that the permit application or variance request pertain only to those programs sponsored or co-sponsored by a local government entity.

Periodic collection sites are defined as any organized collection of hazardous wastes that are generated by one or more entities and given to a hazardous waste management firm/hauler (or other state-approved party) for purposes of safe treatment, storage, disposal at a site which has been approved by the Department of Health Services (DHS). The waste is held at the site under 96 hours. A variance is needed unless otherwise stated by DHS staff.

Ongoing collection sites are defined as programs that collect and store household hazardous waste over 96 hours. A permit is needed unless otherwise stated by DHS staff.

I. DESIGNING THE PROGRAM



Albany/Berkeley/Emeryville Collection Site, 7/87

Permitted hazardous waste management firms intending to routinely accept residentially-generated hazardous wastes either at homes (e.g., in a door-to-door pickup service) or routinely at their facility, may do so through their existing hazardous waste facility permit following notification and approval by DHS. The wastes must be transported from the facility according to Department of Transportation (DOT) regulations by a registered hazardous waste hauler and treated/stored/disposed in accordance with the State Regulations. Questions concerning a permit or variance request should be directed to the appropriate DHS Regional Office:

Northern California Section: Peter Crosby
(916) 739-3172

North Coast California Section (including San Francisco Bay Area): Paris Greenley
(415) 540-3487

Southern California Section: Maria Gillette
(213) 620-2380

Assistance may also be obtained through the **State Household Hazardous Waste Coordinator**, Peter Crosby, (916) 739-3172.

I. DESIGNING THE PROGRAM

Program Options

Three basic options (or a combination thereof) are available for establishing household hazardous waste collection/disposal programs. They are as follows:

1. **Home pickup service** on pre-announced days gathering predetermined wastes. At the end of each collection day, wastes are delivered to an approved treatment, storage, or disposal (TSD) facility;
2. **Periodic collection site** – homeowners deliver household hazardous wastes to a collection center at predetermined times and locations. Within a time determined by DHS (not more than 96 hours), the load is transferred to a registered hauler for transport to an approved TSD facility.
3. **Ongoing collection site** storing wastes for a period up to one year – volume of stored waste is limited by the type of storage shed approved by DHS.

Determining Service Area and Use of Service

1. Decide geographic area to be served. If persons from outside the service area arrive with wastes, will they be turned away? What are the consequences?
2. Determine who will be eligible to participate (e.g. households, small businesses, government agencies, schools, farmers, etc.)
3. Establish fee structure, if any.

Site Location (for Periodic or Ongoing Collection Sites)

1. Target a specific geographic area for a collection site (e.g. medium-to-high household density).
2. Look for appropriate locations in that area (e.g. industrial parking lots, fire departments, government owned parking lots, public works yards, and recycling centers).

I. DESIGNING THE PROGRAM

3. Collection sites should be located based on the potential volume of waste generated by households in surrounding areas.
4. Collection sites should be located to minimize the potential threat of hazards to public health and the environment.
5. Regional sites (i.e., sites serving more than one community) should enlist the participation from all communities it serves before choosing a location(s).
6. Choose a location that is easily accessible from major transportation arteries, can accommodate flow of traffic into and out of the area, has ample parking space, and has name recognition. (One day programs should be prepared for a heavy flow of traffic.)
7. Preventing runoff from hazardous waste handling areas to other areas of the facility or environment should be considered when determining site location.
8. Evidence should be obtained showing that the site does not lie within the 100-year floodplain or near an earthquake fault (applicable to Ongoing Collection Sites).
9. Seek approval for the location site by the government agency responsible for hazardous waste management in your state/community.
10. Develop a contingency plan for alternate site locations or site set-ups in the event of rain, high wind, etc.
11. If the program operates as a new Ongoing Collection Facility, CEQA requirements must be met or a negative declaration must be filed.



Site Layout for Periodic or Ongoing Collection Sites *(Refer to Figure 1 for examples of site layouts)*

1. The area for sorting, packaging, and storing the hazardous waste should not be accessible to the public (e.g. the area must be managed to prevent access).

2. Whenever possible, collection sites should be set-up in a way that allows incoming wastes to be presorted upon arrival and then placed in a controlled area for packaging.
3. Incompatible wastes should be kept separated, including unidentified wastes, while they are waiting to be packaged for transport. Drums should be closed except when waste is added or removed and must be protected from adverse weather conditions. Drums containing hazardous materials should be separated by their hazardous waste characteristics.
4. Sites should generally have the following three work areas:

Receiving Area - This is where eligibility for the program is established (drivers license, zip code, etc.). Participants are greeted and may be asked to complete a form stating what was brought to the site. If applicable, fees are paid here. Participants may be asked to complete a short questionnaire evaluating the program. Check is made to assure that no unidentified or excluded wastes are collected. (Such incidents will be handled on a case-by-case basis by a predesignated on-site supervisor.)

Collection Area (Restricted to the Public) - Wastes are placed in this area immediately after receiving it from the public. Pre-sorting of the waste is conducted.

Packaging Area (Restricted to the Public) - Wastes are packaged with absorbent materials in drums and readied for transport to a TSD facility. Wastes are placed on the truck for transport. Wastes are manifested or shipping papers are completed.

4. Parking for the public and for essential project vehicles and other equipment shall not interfere with safe entry and exit areas.
5. A sign must be posted according to Title 22, Section 69103(c) in English and Spanish: "Danger: Unauthorized Personnel Keep Out."
6. Eating, drinking, and smoking should be prohibited at the collection site work area.



I. DESIGNING THE PROGRAM

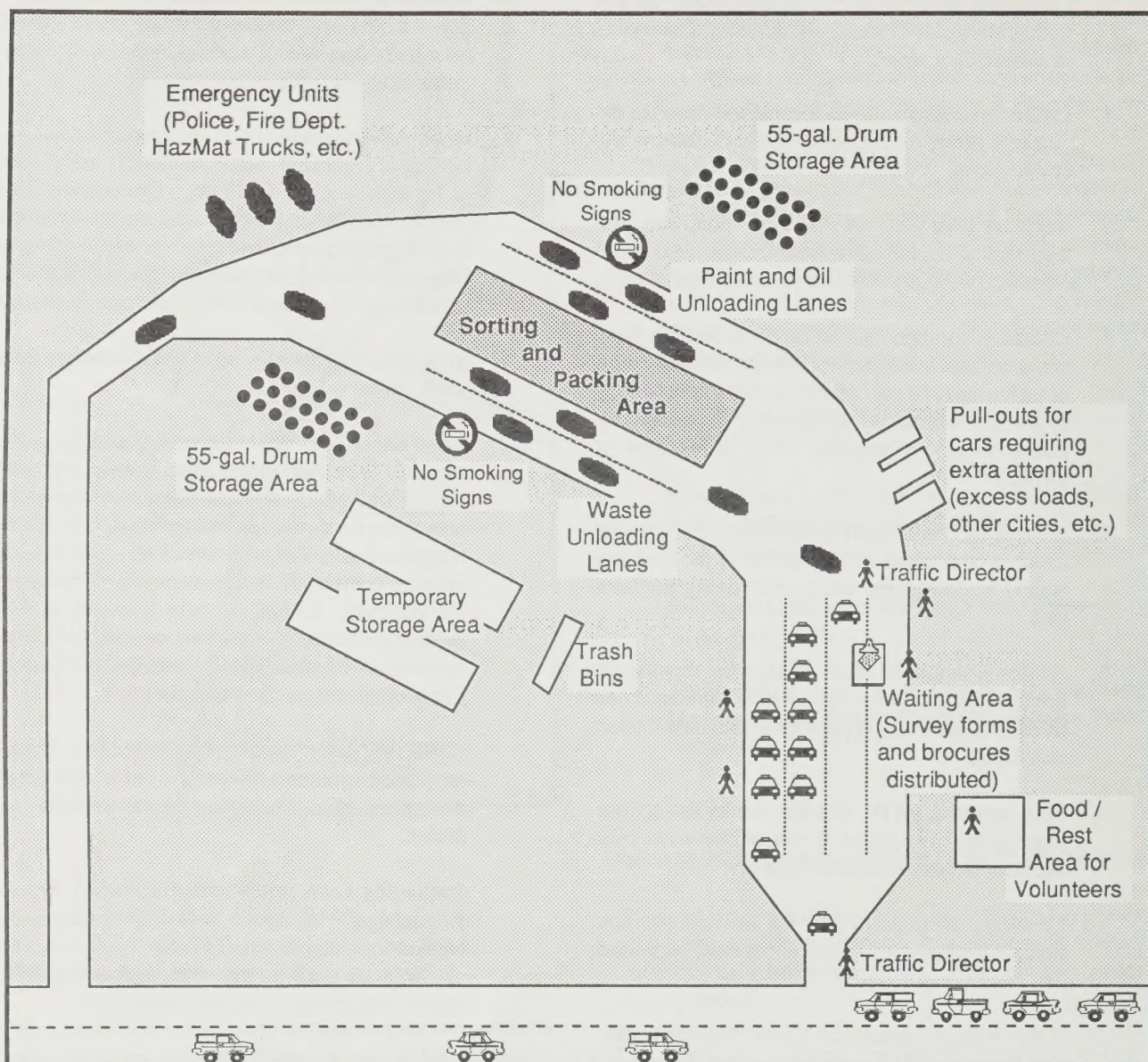


FIGURE 1. COLLECTION SITE LAYOUT

CONSIDERATIONS:

1. Allow a 1–2 block backup area prior to site. Avoid left turns into site, if possible.
2. Station traffic director at site entrance to guide cars into waiting area.
3. Plan multiple-lane waiting area within site (off street). If participants can SEE the unloading area, they won't mind waiting longer. Educational brochures etc. may be distributed here.
4. Administer questionnaires (if used) in waiting area. Instruct drivers to turn off engines if wait is long.
5. Second traffic director assigns cars to specific unloading lanes.
6. Minimize sharp turns before unloading area. Mark lanes or use traffic cones.
7. Separate paint and waste oil unloading areas are recommended for large paint/oil volumes.
7. Consider a do-it-yourself oil recycling tank set up after the hazardous waste unloading area.
8. Householders remain in car while technicians unload cars.

I. DESIGNING THE PROGRAM

Table 1. Recommendations for Collection Program Planning

Parameter	Criteria	Comments
Minimum planning area size	10,000 households	Unit disposal costs higher for small collections Estimated yield: 50-60 drums; Cost: \$10,000-15,000
Suggested planning area size	20,000-50,000 households	Combinations of 1-3 cities can allow small cities to share site setup costs. Estimated yield: 80-200 drums; Cost: \$15,000-50,000
Large planning areas	One-day collections per each 40,000-50,000 households	Reduces service area to manageable size, Estimated participation: 400-600 households, Estimated yield: 150-200 drums. Beyond this, participation rate drops, site traffic is congested and waste volumes become unwieldy
	One-day collections for 50,000-100,000 households	Mega-collections suitable only for very large sites Estimated participation: 600-1,000 households, Estimated yield: 200-350 drums. Intensive site management required; 20-25 volunteers or temporary staff suggested
Collection time of year	Spring	First choice for highest participation, (April-June) coincides with household Spring clean-up period (education targets paint and pesticide purchases)
	Fall	Second collection (September-October) coincides with Fall garden clean-up and back-to-school (timely for education programs to households)
	Summer and Winter	Probable lower participation rate, OK for multiple events during year; avoid rain season.
Collection day of week	Saturday or Sunday	For multi-city events, consider consecutive weekends Allow 1-2 days after event to complete packing, site cleanup, etc.
	Weekdays	Should be offered only in conjunction with weekend collections; for example: Santa Rosa holds a week-long collection event each Spring at County Fairgrounds.
Collection hours	10 am - 2 pm (minimum)	Allow flexibility to begin at 9 am and end at 3 pm to accommodate early and late comers. Allow for extra time (hours or days, if excessively large volume) to complete waste sorting, ID and packing.

Choosing the Best Time and Date *(Refer to Table 1 for specific recommendations)*

1. Consider the possibility of inclement weather.
2. Consider dovetailing the program with a compatible event (e.g. National Poison Prevention Week, National Fire Safety Week)
3. Weekday programs preclude participation by those who work during the day, unless offered in a business area before and/or after normal working hours.
4. Operating hours should allow sufficient time for site personnel to set-up and clean-up the location.

I. DESIGNING THE PROGRAM

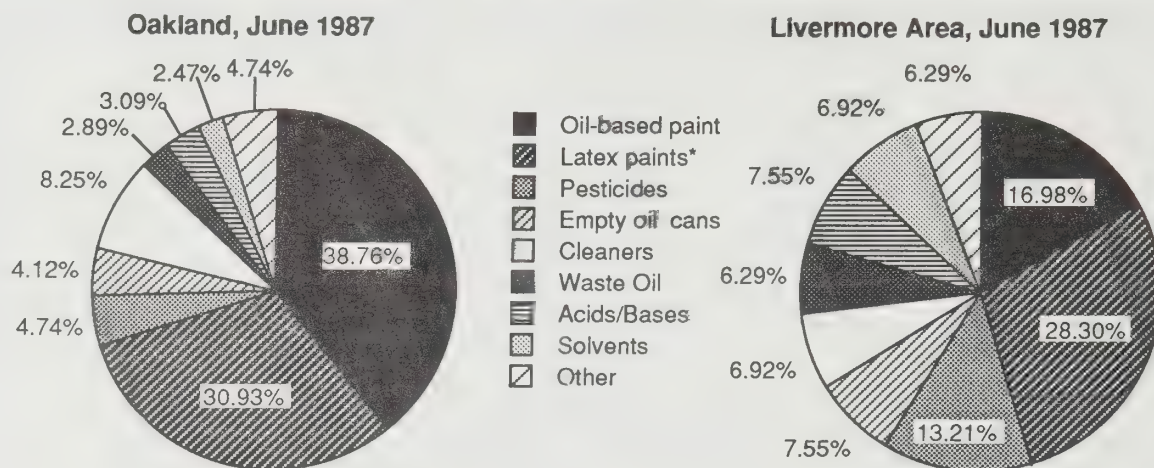


Figure 2. Comparison of Hazardous Waste Types Received at Collection Events in a Large Urban Area (Oakland) and in a Small Mixed Urban/Agricultural Area (Livermore)

Waste Accepted (Refer to Figure 2 for a comparison of hazardous waste types collected from various community sizes and types).

1. Develop a generic list of proposed wastes to be accepted (necessary for DHS permit variance application). The following products are commonly accepted: waste oil, paints, pesticides, automotive products, cleaners, polishes, acids, thinners/solvents, hobby supplies, pool chemicals, and aerosols.
2. Publicity material should clearly state acceptable waste types. Listings of common names and/or of brand names helps demystify chemical names.
3. Check with hazardous waste contractors and facilities involved with the program to assure that your list of "wastes accepted" are within their handling, storage, transport, and disposal capabilities.
4. Any unidentified wastes brought in and accepted, should be identified by a chemist or trained individual knowledgeable in chemical characteristics and incompatibilities before being packaged for transport. Wastes that cannot be identified by physical assessment or interviewing the owner may not be packaged until the substance/waste has been analyzed and the appropriate chemical class identified.

5. Emptied hazardous materials and pesticide containers from households, which do not drip when turned upside down, of one gallon or less in capacity, may be disposed of as non-hazardous waste.
6. The swapping of products is not regulated by DHS (DHS only regulates waste). If a hazardous waste contractor is used, check first about site logistics and product liability.

Wastes Excluded

1. Determine wastes that will be excluded from the collection program based on the hazardous materials management expertise of those involved with the program. Some of the following types of wastes have been excluded from various programs: shock sensitive materials, radioactive materials, PCB wastes, pressurized gas cylinders, infectious waste, explosives (including ammunition), waste oil, wood preservatives with pentachlorophenol, 2,4,5-T pesticides and unidentified wastes.
2. Publicity material should clearly state unacceptable waste types. Examples of common names and brand names can help householders identify exotic chemicals (e.g. 2,4,5-T is found in old formulations of Tri-Ox®, Weed-Be-Gone®, Silvex® etc.). Alternate disposal methods for excluded wastes may be given as appropriate.



I. DESIGNING THE PROGRAM

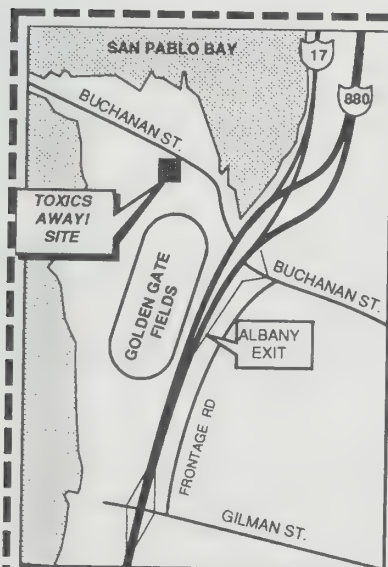
3. Develop a contingency plan for handling each type of excluded waste if it turns up during the collection program. All wastes brought to a collection site should be accepted and appropriate authorities immediately notified (e.g. explosive experts) to properly dispose of the waste.
4. Extremely hazardous waste or waste banned from landfills must be so marked and separated from other household hazardous wastes collected. An agreement from the treatment, storage, transfer or disposal facility (TSD) to handle these wastes must be obtained prior to collection. Notice of waste types and volumes must be submitted to the DHS prior to transport. If, however, the circumstances are such that the DHS cannot be notified until after transport to an approved TSD facility, DHS should be notified at the first available opportunity. An extremely hazardous waste permit must be obtained from DHS prior to disposal.

Quantities Accepted

1. Decide if any quantity limit will be placed on the waste accepted from each household or person
2. Decide what will be done for households possessing amounts in excess of the disposal cutoff limit (e.g. additional fee).

using the program. In California, the maximum amount of hazardous waste transported by an unregistered hauler, in one trip, should not exceed 50 lbs or 5 gal. Single containers must be less than 1 gal or 10 lbs. and, wastes should be packed carefully and not mixed with other materials. (There are no limits, however, on the number of trips that can be made.) There is no exemption for extremely hazardous wastes as defined by Title 22 of the California Administrative Code—Section 66685 and a permit is required to transport any quantity in this category.

2. Decide on quantity limit, if any. Examples of limits imposed by a few communities are:
 - Three 55-gal drums per person (Alaska),
 - One 55-gal drum or 450 lbs (amounts in excess of the limit are charged a discounted fee for disposal - Florida), and
 - Free disposal for first 5 lbs or 5 gal (beyond this there is a \$2.00 charge for each additional 5 lbs or 5 gal increments - Lexington, MA)



Date: Saturday, July 11, 1987
Time: 9 a.m. to 2 p.m.
Place: Golden Gate Fields
North Parking Lot (Albany)
For more information, call
800/458-4361 or 465-2911

A SPECIAL OFFER TO SAFELY DISPOSE OF YOUR HOUSEHOLD HAZARDOUS WASTE

Berkeley, Albany and Emeryville
residents are invited to participate in a

TOXICS AWAY! One-Day Collection Event

FREE OF CHARGE FOR THE FIRST 5 GALLONS / 50 LBS

WE CAN ACCEPT:

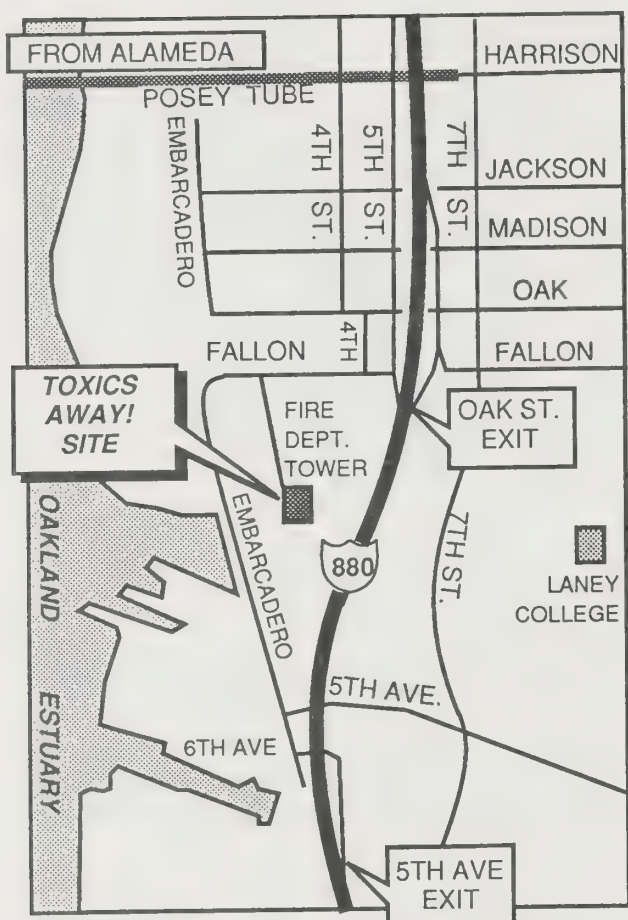
- Pesticides/Weed Killers
- Household Cleaners
- Paint Thinner / Paint / Solvents
- Acids and Caustics
- Photographic Chemicals
- Pool Chemicals
- Automotive Products/Waste Oil
- Products labeled flammable, corrosive, poison or toxic

WE CAN NOT ACCEPT:

- Business Wastes
- Wood Preservatives containing pentachlorophenol
- Herbicides containing 2,4,5-T
- Radioactive Materials
- Explosives/ammunition
- Pressurized Gas Cylinders
- Shock Sensitive Materials
- Biological Wastes

Example of a 4"x 3 column newspaper advertisement

II. OPTIONS FOR WASTE HANDLING AND DISPOSAL



Oakland/Alameda/Piedmont Collection Site, 6/87

II. OPTIONS FOR WASTE HANDLING and DISPOSAL

Paint Reduction/Recycling

The large quantities of paint from households challenge program planners to actively recycle usable paint, and reduce volume and disposal costs. The following methods for handling this type of waste may be considered:

1. Conduct a collection event(s) for paints only and provide extensive publicity/education on paint reduction/recycling.
2. In the collection program Request For Proposal (RFP), allow additional consideration for alternate methods suggested by contractor for recycling paints (work towards a total or percentage reduction).
3. Arrange with hazardous waste contractor to recycle paints. Example: in a recent collection in Palo Alto, the contractor charged a \$2/gallon handling fee and took all responsibility for finding recipients of reusable paints. If this option is used, consider having

recipients sign a liability waiver to "hold harmless" anyone associated with the collection program (see Appendix K for waiver form).

4. Arrange with a paint manufacturer to accept paint from collections and reprocess it into a saleable product. This requires bulking paint from small containers into 55-gal. drums and shipping it to manufacturer. Paint receiving may be coordinated with a permanent hazardous waste facility or a glass/metal/paper recycling center. Reprocessing cost: \$4-5/gal.; and paint is less marketable.
5. Work with paint manufacturers and trade associations to develop education program that may include educational literature and voluntary labelling or notification system at retail outlets.
6. Where drying of latex paint is used as a treatment method, coordinate with the local Air Quality Management District to minimize potential air pollution.
7. Special methods and comparative costs for handling latex paints are presented in Table 2.
Disposal Note: DHS-Alternative Technology recommends (5/88) latex paint be disposed of as a hazardous waste unless analyses are made to show that metals and pesticides additives are within acceptable levels. For inquiries on latex paint classification, contact David Leu-Section Chief, Alternative Technology, (916) 824-1807. Programs should check with Regional Water Quality Control Board for appropriateness of Class III landfill disposal.

Waste Oil Handling and Disposal

In large collection events(e.g. over 500 participants), the process of emptying and returning waste oil containers often ties up technicians and householders unnecessarily. The following methods for handling waste oil may be considered for alternate handling and disposal.

1. Arrange with an oil recycling firm to separately handle oil wastes at collection events. A large tank could be set up on-site or off-site for householders to empty their oil containers into. At the end of the day, the oil recycler removes the oil tank.
2. Arrange with a local retailer and an oil recycling firm to hold a special event targeted at persons who change their own motor oil. Example: in the East Bay, a large department store sponsored a sale on car maintenance products, e.g. oil and oil-changing kits, and arranged for an oil recycler to set up a temporary oil receiving station in the parking lot.

II. OPTIONS FOR WASTE HANDLING AND DISPOSAL

Table 2. Latex Paint Handling and Disposal Methods

Disposal Method	Estimated Cost, \$/gallon	Estimated Cost, \$/cu yd	Sample Cost \$/1,000 gal.
1. Refuse to accept latex paints at collection program; (instruct householders to use up the paint or recycle it to another user); some paint will be brought to collection event anyways and require disposal	—	—	0
2. At collection site: collect cans into a dumpster; unload to dirt pad at municipal landfill; crush cans under a bulldozer; allow to dry and landfill; (Fremont, Oakland, Livermore, Berkeley); requires approval by Regional Water Quality Control Board*	0.20	40	200
3. At collection site: pour paints onto plastic sheets, allow to dry and dispose of at Class III landfill; (Mountain View); estimate \$0–50/hr labor for each 100 gallons*	0.50 (limited to small collections)	100	500
4. Collection event contractor collects paint and arranges for later reuse by private individuals/businesses; estimate 25% of paints nonrecyclable with disposal per method 5 @ \$6.00/gal.	3.00	600	3,000
5. At collection site: bulk paints into 55-gallon drums and add solidifying agents; estimate \$300/drum	6.00	1,200	6,000
6. At collection site: bulk paints into 55-gallon drums and reprocess as primer paint @ \$6.00/gallon; estimate 25% of paints are nonrecyclable with disposal per method 5 @ \$6.00/gal.	6.00	1,200	6,000
7. At collection site: allow community groups to salvage paints; estimate 1 cu yd (200 gal.) recycled per each 10 cu yd received = 10% reduction (drum disposal cost remains @ \$250)	12.50 (10% less total disposal volume)	2,500	11,250
8. Lab-pack paint cans @ (20) 1-gal. cans/55-gal.drum; dispose of to Class I Disposal Site @ \$250/drum	12.50	2,500	12,500

* Disposal method may not be acceptable if DHS classifies latex paint as a hazardous waste (see text)

3. Arrange with an oil recycling firm to operate a full-time facility within each community. The local jurisdiction may donate site or share set-up costs. Waste oil receiving may be coordinated with an Ongoing Collection Program or other facility such as a glass/metal/paper recycling center.
4. Provide referral lists for local waste oil recycling (gasoline service stations, auto service centers or oil recyclers). Call (800) 732-9225 for name of nearest service station accepting waste oil for recycling. An abbreviated manifest procedure has been developed by the DHS for transporting drain oil. For information, call (916) 324-2428. See Appendix J.

Pesticides

Rural areas may have lower participation in a household hazardous waste program due to smaller populations and greater travel distances. However, rural and semi-rural homeowners, particularly agricultural operators, often have large quantities (>5 lbs) of old or banned pesticides requiring safe disposal. The following actions are recommended for consideration:

1. Coordinate with the county agricultural commissioner to, store and arrange for disposal of restricted pesticides or to find users for surplus non-restricted pesticides.

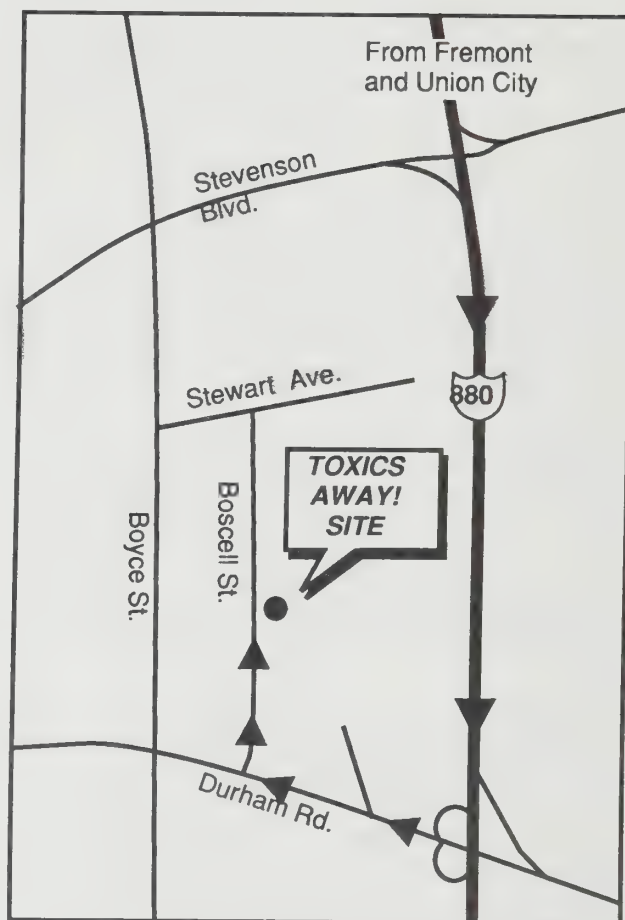
II. OPTIONS FOR WASTE HANDLING AND DISPOSAL

2. Conduct a special collection event(s) focusing on pesticides and agricultural chemicals in one or more rural areas in the County, and
3. For large quantity disposal (>5 lbs/household), participate in a Hazardous Waste Exchange (State Dept. of Health Services) and/or coordinate with the County Dept. of Health to obtain a Hazardous Waste Generator Identification Number and participate in an organized site pickup program with a hazardous waste disposal firm for reduced



Waste Disposal

1. Investigate waste restrictions at local Class I landfill facility and also at the intended hazardous waste treatment/storage/disposal facility (see Appendix I)
2. Develop contingency plans for handling wastes where there are no available disposal methods (e.g. wastes with dioxin contamination) such as:
 - Return to householder with instructions to use it up according to label or to store it safely until proper disposal methods are developed;
 - Generator accepts responsibility for storing waste until another user is found or proper disposal methods are developed (note: storage over 96 hours requires a DHS permit or variance; and
 - Generator accepts responsibility for storing waste in a municipal facility or by arrangement with a county facility—such as the agricultural commissioner until proper disposal methods are developed (note: storage over 96 hours requires a DHS permit or variance;
3. Consider other appropriate methods for disposing of the waste such as:
 - Waste exchange/solvent recycling [The DHS California Waste Exchange (916) 342-6565 furnishes a list of companies with the types of wastes and minimum amount accepted.]
 - Cans with residual unleaded paint can be air dried and sent to a solid waste landfill. Similarly, collection programs can apply for permit variances to treat their wastes by solidifying non-lead based paints with special absorbents.
 - Class I hazardous waste treatment and disposal facilities.



Fremont/Newark/Union City Collection Site, 5/87

III. TECHNICAL REQUIREMENTS

Personnel

1. The numbers of persons needed at each site will vary depending on the level of participation expected from the community. The following staff will be needed:
 - personnel who can accept the waste from persons bringing it to the site and assist those persons in completing any necessary paper work;
 - personnel who can presort the waste into compatible categories (optional);
 - personnel who can identify and package compatible waste and complete a manifest document or shipping paper; and
 - personnel who can transport the waste to an approved treatment, storage or disposal facility.

Often, several staff persons are capable of performing several or all of the above mentioned activities. (As an example, the City of Palo Alto employed the

III. TECHNICAL REQUIREMENTS

services of six hazardous waste professionals from a hazardous waste management facility to identify, sort, and package the waste for disposal. The firm also transported and manifested the waste. Two additional city staff persons were on hand to greet people as they came to the collection site, offer any assistance that was needed, and answer questions that arose concerning the program.

2. Personnel who sort and package waste at the collection site for transport to a hazardous waste TSD facility must be trained and knowledgeable in the incompatibility of various classes of waste. Twenty semester units of chemistry and two years of on-the-job experience or the equivalent is a minimum requirement for personnel involved with packaging waste for transport. (Such personnel are available from hazardous waste management companies and private consulting firms.) Personnel with such experience may supervise other individuals with less experience/qualifications if such persons assist solely in presorting the hazardous waste. For example, firefighters may assist in presorting waste into DOT hazard classes but may not package the waste for shipment. This will allow the "packer" to double check the waste going into a container and will ensure that incompatible wastes will not be packaged together.
3. At least one hazardous waste professional should be trained to classify hazardous waste and be competent to perform tests to identify characteristics of hazardous waste (e.g. pH, flammability, etc.)
4. Personnel involved with packaging/transporting must be trained in: (a) proper response to fires or explosions, (b) proper response to incidents involving soil and groundwater contamination, and (c) accident prevention. All personnel must be instructed on the use of protective devices to minimize exposure to hazardous waste (e.g. use of respiratory gear, gloves, etc.). Personnel must also be instructed on the proper procedures for using such devices (e.g. beards, facial hair, and sideburns are prohibited when using a respirator).
5. All persons handling hazardous waste should have a medical clearance approved by the company managing the program and no person should be assigned a task that requires the use of respiratory protection until it is determined (by a physician) that he/she is physically capable of using such devices. Staff should be instructed not to wear contact lenses at the collection site to prevent eye damage.
6. Personnel who package the waste for transport to a hazardous waste TSD facility must be familiar with and comply with the DOT placard and labeling requirements and the hazardous waste manifest requirements.
7. Personnel who transport the waste to a hazardous waste TSD facility must be registered by the State as a hazardous waste hauler and must comply with the State's hazardous waste manifest requirements.
8. At least one staff person working during the collection program should be trained to perform general first aid and should be knowledgeable on safety measures to be taken in the event of an accidental contact with a hazardous waste.
9. An on-site supervisor should be available and responsible for initiating an emergency response plan that includes site evacuation procedures. The on-site supervisor also assumes responsibility for accepting all unidentified wastes and ensuring proper handling and disposal.
10. The on-site supervisor or project coordinator should ensure advance notification to local police, fire departments or emergency response units prior to beginning a waste collection program.
11. The onsite supervisor should have the authority to remove anyone from the site and prohibit re-entry if it is determined that the person threatens site security or personnel safety.
12. Collection site personnel should consist of a minimum of 6 persons who jointly should possess the necessary skills and expertise needed to accept, presort, package, transport, and manifest the waste and be responsible for onsite supervision and public relations.
13. All volunteers and paid workers should receive training session or briefing prior to or on the event date. This training should familiarize all personnel with the facility layout, operation plans and respective role of co-workers.



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Equipment/Materials

1. The following materials should be available for community collection programs:
 - Containers must meet DOT requirements (Title 49 CFR, Parts 171178). Most community programs have used 17H open head 55-gal steel drums. Reconditioned drums are cheaper. Drums may be donated by local industries. Extra drums and absorbents should be available.
 - DHS certified and CHP inspected vehicle
 - Ground and table covers (e.g. heavy plastic to protect against contamination from spills in area where wastes are accepted, sorted or packaged)
 - Absorbent materials for spills and lab packing (e.g. vermiculite, dry sawdust)
 - Tarps to shield collected wastes from exposure to wind and rain.
 - Simple (low cost) on-the-spot lab tests for analyzing pH, flammability and PCB concentration. A "HAZCAT" kit with trained personnel is recommended.
 - Signs for directions to collection sites and offering safety advice - e.g. "No Smoking", "Restricted Area-Keep Out" in English and Spanish or other language as appropriate.
 - Rope, tape and traffic cones (used to partition off restricted areas and to set-up a traffic pattern for drive-up delivery of waste)
 - Tables/chairs
 - First aid kit
 - Gloves, safety glasses, and lab jackets for employees
 - Emergency response equipment, including protective clothing for workers (arrange for local hazmat teams to be available on standby)
 - Communications systems (e.g. telephone, bullhorn, two-way radios)
 - Trash dumpsters for non-hazardous waste
 - For one day programs, balloons or flags to draw attention to the site
 - Carts for moving the wastes from vehicles to sorting areas

2. An eyewash, shower station or hosing device, and dry chemical extinguisher for Class A, B and C fires should be available near the collection area.
3. Spill containment materials should be available for all programs and shall include enough absorbent materials to contain a spill of 10% of the anticipated volume.
4. All disposable cleanup materials and protective clothing used during a spill cleanup shall be packaged, trans-ported, and disposed of as hazardous wastes. Non-disposable equipment/materials used and contaminated should be decontaminated at the earliest possible moment.
5. Labels and placards must be available to attach to all containers and vehicles in accordance with State regulations.



Containers

1. Each container of waste is labeled in accordance with CFR 40 and 49 regulations (i.e., poison, flammable, corrosive, irritant, oxidizer).
2. Each container of 100 gallons or less used in the transportation of the collected waste is marked with the following information:

HAZARDOUS WASTE _ State and Federal Law Prohibits Improper Disposal. If found, contact the nearest police or public safety authority or the California Department of Health Services.

Generator's Name and Address

Manifest Document Number

3. Wastes in poor condition drums or containers must be transferred to sound drums or containers or otherwise be managed to prevent release of wastes.
4. Drums or other containers and their liners must be compatible with the wastes contained.
5. Drums or other containers must be handled such that leaking is prevented.

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6. Incompatible wastes must not be placed in the same drum.
7. Waste must not be placed in an unwashed container that had previously held an incompatible waste.
8. Emptied hazardous materials and pesticide containers from households, which do not drip when turned upside down, of one gallon or less in capacity, may be disposed as a nonhazardous waste.
9. Containers holding PCBs or devices containing PCBs are managed in accordance with Part 761, Title 4D, Code of Federal Regulations.
10. All lab-packed wastes must contain enough absorbent material, per drum, to contain any liquids in the event of a spill and to fill the drum to prevent breakage of containers. Absorbent material must not be capable of reacting with or being decomposed or ignited by the liquid waste in the containers placed within the drums (lab packs).
11. Wastes leaving the collection site in lab packs or other means must be tightly sealed, and suitable for storage and transport. All lab-packed waste must be compatible.
12. Treatment of household hazardous wastes can be onsite with DHS approval or at a TSD facility. This includes repackaging of individual containers of waste, solidification, neutralization, consolidation, and recycling although "treatment" is not limited to those mentioned. Treatment should be conducted by knowledgeable hazardous waste professionals.

NOTE: Latex paint is under consideration for hazardous waste classification by DHS; Consult your regional DHS (see listing on Page 2) on proper handling/disposal methods. The Regional Water Quality Control Board should also be consulted if disposal to a Class I landfill is being considered.



Storing Wastes (less than 96 hours)

1. Hazardous waste received by community programs cannot be stored longer than 96 hours without a storage permit or variance from DHS.
 2. Programs wishing to store waste over 96 hours must apply for a storage permit or variance.
3. Alternatively, collected wastes can be transported to a local hazardous waste transfer station. This allows the waste to be accumulated until a full load (about 80 drums) can be taken to a treatment, recycling or disposal facility.
 4. Hazardous waste haulers may temporarily store household hazardous wastes on their trucks for a period not to exceed 96 hours.



Storing Wastes (over 96 hours)

1. Labels shall be maintained on all non-stationary containers in which hazardous wastes are stored and shall provide information on:
 - Composition and physical state of the waste
 - Special safety recommendations and precautions for handling the waste.
 - Statement(s) which call attention to the particular hazardous properties of the waste.
 - Date of acceptance at the storage facility.
2. Records for storage of all hazardous wastes shall be maintained pursuant to Section 66545 of Title 22, California Administrative Code (CAC) which states that:
 - Hazardous waste haulers and hazardous waste facility operators shall maintain at their business address for a period of not less than one year the following information:
 - (a) The names, addresses and telephone numbers of the waste producer, hauler, processor and disposal site operator of each waste load hauled, received or stored.
 - (b) The source, identity, chemical composition, volume, physical state, container type and hazardous properties of each load of waste received, hauled or stored at the site
 - (c) The method used to process or dispose of each waste.
 - (d) The date that each hazardous waste was received for storage.
 - Copies of completed manifests may serve the purposes in items (a) through (d).

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3. Drums or other containers must be kept closed except when waste is added or removed.
4. Drums or other containers must be inspected weekly for evidence of deterioration.
5. Containers of ignitable or reactive waste are stored 50 (or greater) feet from property line.
6. Drums or other containers must be protected from deterioration by the weather.
7. Drums holding waste incompatible with wastes nearby must be separated by a barrier.
8. Household hazardous waste containing dioxin contaminated materials (e.g. pentachlorophenol, creosote, etc.) may be stored at a Household Hazardous Wastes storage facility over 96 hours provided approval is obtained from DHS. Such material may also be stored indefinitely by a hazardous waste management facility following notification to the Department and subsequent approval. DHS will also allow household hazardous wastes containing dioxin to be labpacked and landfilled until November 1988. After that date, it may be landfilled if it falls below 1000 PPM. Programs should check with DHS for latest restrictions on dioxin disposal.
9. Hazardous waste haulers may temporarily store household hazardous waste on their trucks for a period not to exceed 96 hours.
10. A windsock should be placed near the storage area to be aware of wind direction in the event of an accident.
11. Before a final permit is issued, public notice must be given.
12. A convenient guide to storage and transport compatibility, "Hazardous Materials Loading and Storage Guides" is available from the American Trucking Association, 2200 Mill Road, Alexandria, Virginia 22314, (203) 838-1847.



Permits/VariANCES

1. In order to collect, store, treat, or dispose of hazardous waste, a permit or permit variance must be received from the DHS. Since community collection programs receive hazardous waste from more

than one producer, they are classified as offsite hazardous waste facilities (as defined in Section 66136, Title 22, California Administrative Code). California regulations require a permit or permit variance to be obtained from the State Department of Health Services to operate an offsite hazardous waste facility. To date, periodic household hazardous waste collection programs have received permit variances from the DHS. The Department is considering the adoption of guidelines for establishing household collection programs. Proposed guidelines call for submittal of a permit variance application and brief operation plan (draft forms are presented in Appendix A). For ongoing programs where wastes are stored over 96 hours (but less than 90 days) and/or where wastes are treated (e.g. solidification of paints, acid neutralization), a permit application and detailed operation plan are required (draft forms are presented in Appendix B).



Generator Identification Number

1. Generators of hazardous waste are ultimately responsible for the proper handling, storage, transport and disposal of their waste, as defined in Title 22 of the California Administrative Code. It is the generator's responsibility to determine if wastes are regulated. In household collection programs, the entity obtaining the generator ID number assumes these generator liabilities.
2. Generators must not treat, store, dispose of, transport, or offer for transportation hazardous waste without having received a generator ID number. A generator ID number must be obtained for community collection programs. Generator ID application forms can be obtained from DHS (contact DHS at (916) 324-1781). The forms must be completed and sent to the EPA regional office on the form. EPA's RCRA Industry Assistance can be reached at (415) 974-7472 between 9 a.m. and 2 p.m. on weekdays. The application form for obtaining an ID number is presented in Appendix C.
3. The ID number may be obtained by the local entity or special interest group sponsoring the collection program (e.g. County Department of Environmental Health) or by the contracted hazardous waste hauler.
4. A different generator ID number is needed for each collection site location.

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Transporting the Waste

1. Hazardous wastes collected in community programs must be transported by registered haulers. Communities are encouraged to rely on the expertise of private registered hazardous waste haulers.
2. Call the DHS Regional Offices or the Hauler Unit at (916) 324-2430 for current listing of registered hazardous waste haulers.
3. Generators (including households) who wish to transport hazardous wastes exceeding 5 gallons or 50 pounds per trip must use a registered hazardous waste hauler.
4. Generators who transport in excess of 50 pounds or 5 gallons must complete a uniform hazardous waste manifest which must be carried by registered hazardous waste haulers.
5. Generators who transport under 5 gallons or 50 pounds of hazardous waste must meet the following conditions:
 - The contents of any single container shall not exceed one gallon or ten pounds.
 - The hazardous wastes shall be hauled in closed containers and packaged in a manner that prevents containers from tipping, spilling, or breaking during the hauling.
 - Different hazardous waste materials shall not be mixed within a container during hauling.
 - Extremely hazardous waste (Section 666B5 of Title 22, CAC.) shall not be transported in excess of 2.2 pounds and shall not be generated in the course of any business. Any variance must be approved by the Department on a case-by-case basis.
 - The person hauling the waste shall be the generator of that waste.
6. Failure to meet any of the conditions described in point 3 above will necessitate the possession of a manifest whenever the person is carrying or hauling the waste. The manifest shall be shown upon demand to any Department official, officer of the California Highway Patrol, local health officer, or local public officer.
7. Communities that hire registered haulers or are considering hauling their own wastes (e.g. for door to door pickups or transporting waste from collection sites to TSD facilities) should know the following responsibilities of transporters:
 - Vehicles must be registered by DHS and pass a CHP vehicle/container inspection (see Appendices D, E, and F for appropriate application forms)
 - Use DOT specified containers and placards. Each container must be labeled in accordance with CFR 40 and 49 regulations (i.e., poison flammable, corrosive, irritant, oxidizer).
 - Get a generator ID number from the DHS if the transporter mixes waste
 - Wastes cannot be stored longer than 96 hours at an offsite facility without a storage permit or variance from the DHS
 - Carry information on first-aid or safety measures to be taken in case of accidental contact with the particular hazardous waste being transported
 - Notify appropriate officials and provide for cleanup operation in the event of a spill
 - Assure that waste is accompanied by a manifest completed according to DOT (49 CFR 172) and EPA (40 CFR 262) regulations
 - Sign the manifest after receiving the waste from the generator and leave the generator a copy
 - Ensure delivery of waste to an approved treatment, storage, or disposal facility designated on the manifest
 - Obtain signatures and write delivery date on the manifest when arriving at the destination for treatment, storage, or disposal of the waste
 - Keep a copy of the manifest and give remaining copies to the TSD facility
 - Retain the manifest copy for three years
8. Containers leaving the collection site in lab packs or other drums must be tightly sealed and suitable for storage and transport. All lab-packed waste must be compatible.
9. All lab-packed waste must contain enough absorbent material, per drum, to contain any liquids in the event of a spill and to fill the drum to prevent breakage of containers. Absorbent material must not be capable of reacting with or being decomposed or ignited by the liquid waste in the containers placed within the drums (lab-packs).
10. No reactive wastes may be lab-packed without prior treatment to render them non-reactive. Wastes which are classified as reactive solely because they contain cyanide or sulfide may be lab-packed without prior treatment.

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Hazardous Waste Manifest System/Labeling

The uniform hazardous waste manifest must accompany loads of hazardous waste transported in California. This document is utilized to record the shipment of hazardous waste between waste generators and waste TSD facilities. The uniform hazardous waste manifest has been developed to be in conformance with the Environmental Protection Agency and the DOT uniform national manifest requirements.

1. Six copies of the uniform Hazardous Waste Manifest (Appendix G) must be completed by the generator (as specified by the generator ID number). The generator retains one copy and sends one copy to DHS. The remaining four copies accompany the hazardous waste transported.
2. The generator is also responsible for certifying that the wastes are properly classified and packaged before shipping to a TSD facility per Chapter 6.5 of the Hazardous Waste Control Law and Title 40 CFR. Each waste must be identified by the proper shipping name, hazard class and ID number (as specified in 49 CFR 171-177). Manifesting the waste is generally done by a contracted hazardous waste management firm or hauler that is thoroughly familiar with the US DOT and EPA regulations.
3. Each waste should be carefully inventoried and categorized as it is received; listing chemical name, container size, and estimated amount of material remaining in each container. As each waste is packed, the appropriate drum number is listed on the inventory. A complete inventory of waste received can be attached to the Uniform Manifest to satisfy item 11. Check with receiving TSD facilities for any special requirements they may have for listing the contents of lab packs.
4. A generator must designate on the manifest one facility which is permitted to handle the waste described on the manifest.
5. A generator may also designate on the manifest one alternate facility which is permitted to handle the waste in the event an emergency prevents delivery of the waste to the primary designated facility.
6. If the transporter is unable to deliver the hazardous waste to the primary designated facility or the alternate facility, the transporter must notify the generator and the generator must either designate another facility or instruct the transporter to return the waste.

7. The generator must sign the manifest, retain one copy, and give the transporter the remaining copies of the manifest.
8. Manifests must be signed and dated by the TSD facility to certify that the waste was received.
9. Within 30 days, the owner or operator of the TSD facility will retain one copy of the manifest, return one copy to the generator, and send one copy to DHS.
10. Copies of the manifest must be sent to, and retained for three years by the generator and DHS. A schematic of the manifest system is presented in Appendix H.
11. If the generator does not receive a copy of the signed manifest from the TSD facility, the generator must contact the appropriate DHS regional office within 45 days from the date that the waste was accepted by the registered hauler.



Insurance

1. Generators (collection site operators) must have adequate personal and liability insurance in the event of an accident/injury.
2. Since generators are strictly liable for the handling, storage, treatment, and disposal of their hazardous waste, discuss possibility of having a hazardous waste management firm assume generator responsibilities. Consider requiring evidence of financial responsibility from hazardous waste management firms.
3. Investigate possibilities of insurance riders that would include Environmental Impairment Liability (gradual pollution coverage) and volunteers.
4. Hazardous waste TSD facilities must have personal and liability insurance for post-closure cleanup should it become necessary. Treatment, storage and disposal facilities should contact an attorney and insurance company for liability requirements particular to their facility.
5. Volunteers at a collection program may be required to sign a liability waiver.

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6. One million dollars in comprehensive general liability per year will be sufficient for operating household hazardous waste collection and/or storage facilities by local governments. Where a hazardous waste contractor is employed, the RFP can specify that the contractor include the sponsoring entities as 'additionally insured' in their insurance policy for the duration of the collection program.



Responsibilities In an Emergency

1. Notification must be made to facility personnel and appropriate state and local agencies if needed.
2. Identification of the following regarding released materials:
 - Character
 - Source
 - Amount
 - Extent
3. Assessment of health effects of released materials and agents used to control the released materials:
 - Direct effects.
 - Indirect effects.
4. If emergency could threaten health off site, the following should be considered:
 - If evacuation of areas outside the facility is required, notify local authorities; and
 - Notify a designated local official and the State Office of Emergency Services of the following:
 - (a) Name of reporter.
 - (b) Telephone number of reporter.
 - (c) Name of facility.
 - (d) Address of facility.
 - (e) Time of incident.
 - (f) Type of incident (e.g., fire).
 - (g) Name of material(s) involved.
 - (h) Quantity of material(s) involved.
 - (i) Extent of injuries, if any.
 - (j) Possible hazards to health or environment outside facility.
5. Provisions/precautions should be made to prevent the spread or recurrence of emergency.
6. If facility operations are stopped, provisions should be made for monitoring for leaks, etc.
7. Provision immediately for treatment, storage, or disposal of:
 - Recovered waste.
 - Contaminated soil.
 - Contaminated surface water.
8. Ensure that no wastes incompatible with the released material(s) are collected, stored, or treated until cleanup procedures are complete.
9. Ensure that all emergency equipment is clean and ready for use before facility resumes operation, and that all disposable cleanup materials and protective clothing used during the emergency and cleanup shall be handled as hazardous waste.
10. Identify in the operating record the date, time and details for any incident involving use of the contingency plan.
11. Within 15 days, submit a written report to DHS including:
 - Name, address, and telephone number of owner or operator;
 - Name, address and telephone number of facility;
 - Date, time, and type of incident; and
 - Name and quantity of material(s) involved.

Proper Disposal of Household Hazardous Wastes



Be responsible – Don't put hazardous wastes in the trash!



Use it up where possible! Follow product directions for proper use.



Use it up! Paint out leftovers on a wall or cardboard. Donate paints to a theatre, charity or civic group.



Use it up where possible! Follow product directions for proper use. Do not puncture aerosol cans.



Do not pour down drains or flush in toilet unless specifically approved by local Public Works and Sanitation District.

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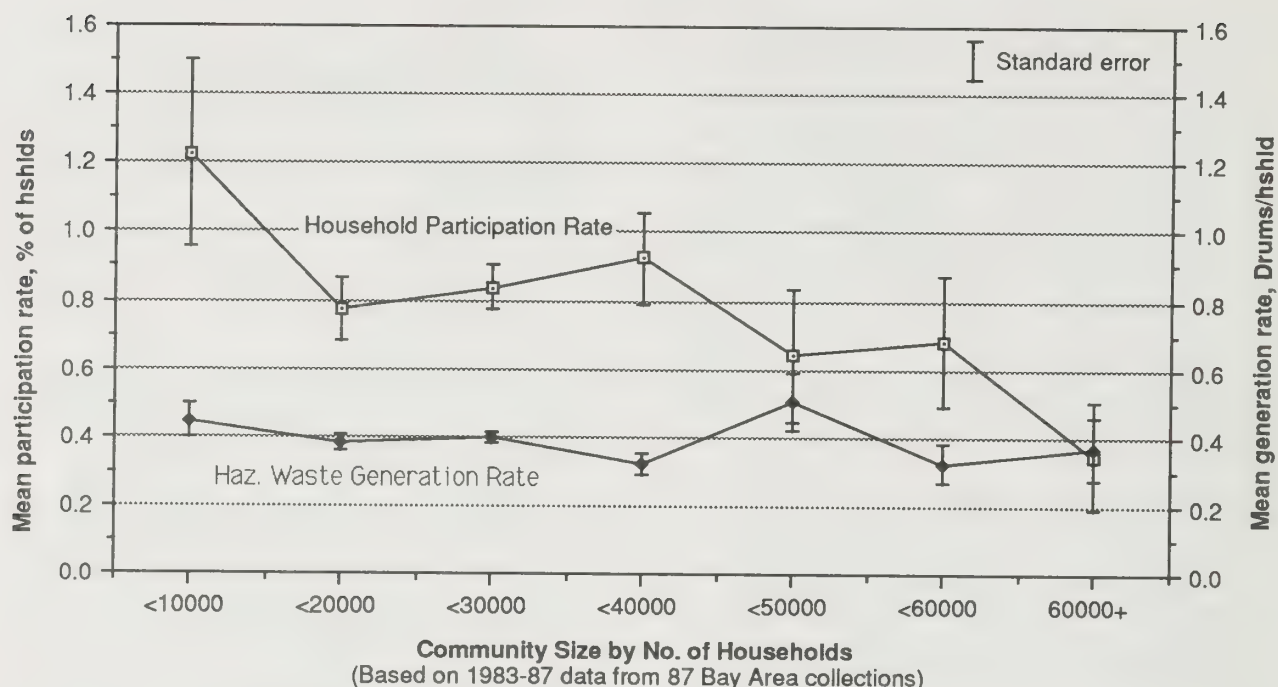


Figure 3. Community Size and Collection Event Participation

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Estimating Disposal Costs

The following data and discussion on collection program statistics and costs are based on the compilation and evaluation of 71 household hazardous waste collection programs (covering 87 cities) conducted from 1983 through 1987 in the San Francisco Bay Area. For detailed data on all of the collection programs, readers are referred to Meiorin 1988a and 1988b. Based on analyses of the data, the three factors determining program costs are: (1) Participation rate (as a function of community size); (2) Hazardous waste generation rate by participating households; and (3) Unit disposal costs (as a function of volume of waste handled).

1. Participation Rate and Community Size (refer to Figure 3 – Community Size and Collection Event Participation)

- Small communities (<10,000 households) can exhibit a higher participation rate – up to 3% of local households. Probable reasons include:
 - (a) Better (and smaller) communication and notification network,
 - (b) Shorter travel distances within town to a collection site, and
 - (c) positive community spirit.

- Large communities (>50,000 households) tend to exhibit lower participation rates at 0.2–0.5%. Probable contributing factors are:

- (a) Limited notification network and difficulty of reaching all households – particularly with mixed ethnic and social backgrounds. Normal notification routes such as utility bills sometimes reach only 60–70% of the households. Media announcements are often time and audience specific.
- (b) Greater proportion of apartments/multiple housing units; where notification of each tenants is difficult, and accumulations of hazardous wastes are probably less,
- (c) Longer travel distances to a collection site – sometimes in another city, and
- (d) Competition from concurrent activities in the urban area.

- The average participation rate appears to fall around 0.8%, although from Figure 3, it ranges from 0.4 to 1.2%. This is within the range of participation observed in other areas outside of the Bay Area, typically falling around 1.0 %.
- Factors determining the participation rate at any given event are highly variable ranging from weather conditions, site location, effectiveness of publicity and competing events taking place on the same day.

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2. Community Size versus Generation Rate (refer to Figure 3 – Community Size and Collection Event Participation)

- The average generation rate was about 0.4 drums of lab-packed waste per household (based on a typical 55-gallon drum). This appears to be relatively uniform across all community sizes, although individual events can vary widely. Extremely high generation rates (>1 drum/hshld) can occur where large quantities of oil-based and latex paints are lab-packed for disposal.
- On a weight basis, 0.4 drums/household translates as 60–80 lbs of hazardous waste per household. This would be equal to 7–10 full 1-gallon paint or waste oil containers or some combination of mixed-sized partially-full glass, metal and plastic containers to equal that amount (based on a total volume of 150-200 lb of hazardous wastes per lab-packed 55-gallon steel drum).

3. Disposal Costs versus Volume of Hazardous Wastes Collected (refer to Figure 4 – Disposal Costs vs. Drums Collected)

- Definitions of cost components:

- fixed costs** = site set-up + labor + equipment + publicity etc.
- unit costs** = per drum costs for materials + shipping and disposal/treatment.

(c) **unit disposal cost** = the total cost for a collection event (fixed cost + cumulative unit drum costs) divided by the number of drums handled during an event.

- The highest average costs of \$324/drum occurred for <50 drums collected. The recovery of fixed set-up costs over a small number of drums leads to this high average cost.
- At events where 50–100 drums were collected, the average unit disposal costs dropped to \$309.
- For collections of 100–150 drums, the average unit costs dropped to \$247.
- For over 150 drums collected, the average costs remained about the same at \$250/drum.
- Some programs in California paid only \$160–175 per drum in 1987 – which may be attributed to under-pricing by disposal firms, donated labor of technical volunteers, prohibition of latex paints, or a combination of the above. With escalating operating costs, tighter government regulations and stricter liability requirements, disposal costs will probably remain high.

4. Projected disposal costs for a collection event can be estimated according to formula 1. For events sponsored by multiple cities, the calculation may be repeated for each participating city to obtain a composite participation rate and disposal cost.

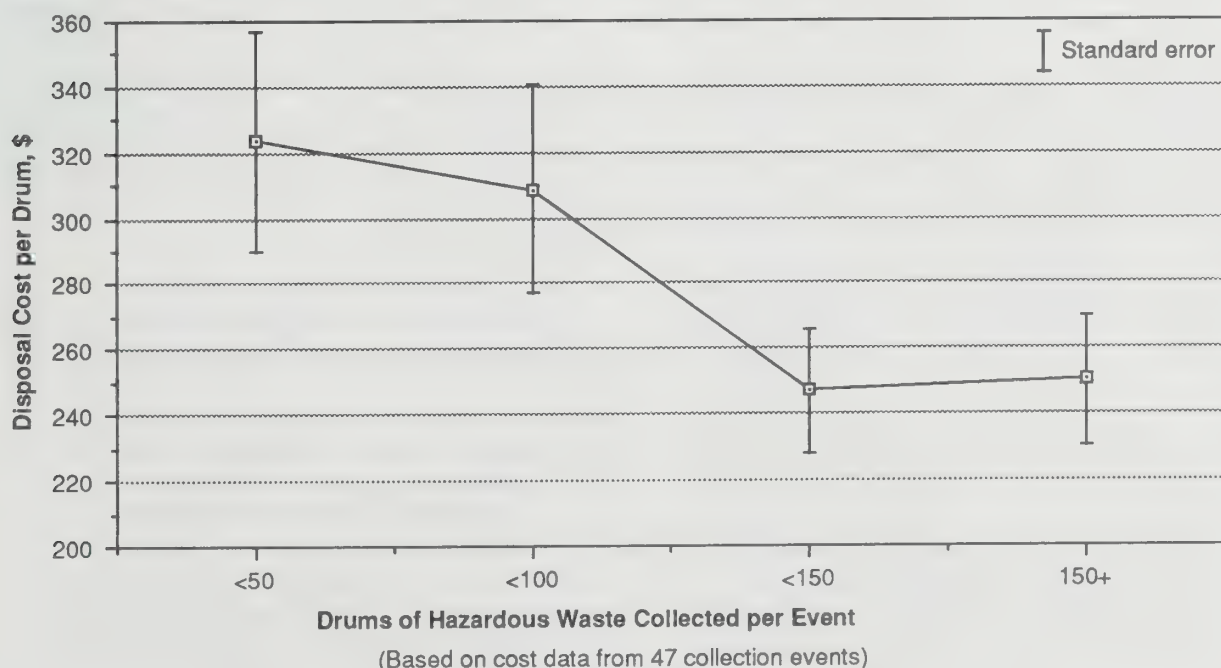


Figure 4. Disposal Costs vs Drums Collected

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$$\begin{array}{ccccccc} \text{Total Disposal Cost} & = & \text{No. of Households in City} & \times & \text{Estimated Participation Rate, \%} & \times & \text{Estimated Waste Generation Rate, drums/hshld} & \times & \text{Estimated Disposal Cost, \$/drum} \\ & & & & \text{(Avg.=1.0\% from Fig. 1)} & & \text{(Avg.=0.3-0.4 from Fig. 1)} & & \text{(Avg.=\$250 from Fig. 2)} \end{array}$$

$$\begin{array}{ccccccc} \text{Average Disposal Cost} & = & \text{No. of Households in City} & \times & \$0.75-1.00 / \text{Household} & & \text{(Formula 1)} \\ & & & & \text{(for areas } \approx 20,000-60,000 \text{ hshlds)} & & \end{array}$$

Fees/Taxes

1. Assembly Bill 1015 exempted generators of hazardous waste who dispose of 500 pounds or less per year from reporting to the State Board of Equalization the amount disposed and from taxes imposed.
2. Local vector control agencies and county agricultural commissioners who collect hazardous waste through their control activities are exempt from taxation requirements of the Hazardous Substances Account Act (H & S 25345.5 (b)). Local health officers or county agricultural commissioners who collect hazardous waste through voluntary hazardous waste collection programs are exempt from taxation provided that the amount of waste collected is less than 1,000 kg./month. Section 25345.5 of the Health and Safety Code follows:

25345.5. (a) *Neither the recordkeeping requirements of Section 25342 nor the tax provided in Section 25345 shall apply to hazardous wastes collected by local health officers or county agricultural commissioners which result from voluntary hazardous waste collection programs if the total quantities collected are limited to 1,000 kilograms or less per month from all sources; provided, however, that they comply with all requirements of Chapter 6.5 (commencing with Section 25100) and regulations adopted pursuant thereto. For the purposes of this subdivision, "voluntary hazardous waste collection" means a program in which small quantities of hazardous wastes are received from nonindustrial sources, stored, and ultimately transferred to a licensed hazardous waste disposal site. Any hazardous waste collections in excess of 1,000 kilograms per month shall be subject to all requirements of this chapter and Chapter 6.5 (commencing with Section 25100) and regulations adopted pursuant thereto, including, but not limited to, those providing for payment of taxes and recordkeeping.*

25345.5. (b) *The tax provided for in Section 25345 shall not apply to hazardous wastes generated or disposed of by local vector control agencies which have entered into a cooperative agreement pursuant to Section 2426 or by county agricultural commissioners if the hazardous wastes result from their*

control activities and if they comply with the requirements of Chapter 6.5 (commencing with Section 25100) and regulations adopted pursuant thereto.

3. Assembly Bill 1744 (Wright) exempted public agencies, or any person operating a voluntary hazardous waste collection program under an agreement with a public agency, from the recordkeeping requirements of Section 25342 and the tax provided for in Section 25345 if the waste results from a voluntary hazardous waste collection program which complies with all requirements of Chapter 6.5 (commencing with Section 25100) and regulations adopted pursuant thereto.
4. Generators could be subject to any fee levied by the disposal company, collection station, or transfer station.
5. Household hazardous waste collection programs are exempt from disposal fees paid to the Hazardous Waste Control Account (Section 25174.7) and are exempt from facility fees (Section 25205.1(c) of the Health and Safety Code).



Program Financing

The following types of financing mechanisms for local jurisdictions (i.e., city, county and special districts) appear to be the most feasible methods of funding community collection programs:

1. **Service Charges** – Financing can be provided from existing service charges (e.g. utilities) if a reserve fund has been accumulated or if the need is perceived as a high priority item. Alternatively, an increase in utility bills, most likely in refuse collection fees and sewer bills, can adequately fund a program at a minimal cost to residents. ABAG's

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survey of 295 households (ABAG 1985) indicated that 78% of the respondents were willing to pay a \$1/year surcharge on their refuse bill. The City of Palo Alto approved a 6¢/month increase on both the refuse bill and sewer bill to finance their annual four-day collection program.

One way to establish permanent community collection programs is to incorporate them into local garbage company franchises. Household collection programs can be written as a contract element when seeking bids for new garbage collection franchises. The costs for these programs would then become a part of the regular solid waste service.

2. **Solid Waste Enterprise Funds** – These funds generally finance solid waste activities from fees and miscellaneous services such as leasing of land to a hazardous waste transfer and storage facility (e.g. City of San Diego). A Bay Area example is the special fund set up for cities in Alameda County to receive revenues from San Francisco for use of the Altamont Landfill. Monies in this account were used to pay for a collection day in Albany.
3. **Fees for Hazardous Material Use Permits** – An increasing number of communities are adopting permit programs for businesses that use hazardous materials within their jurisdictions. These funds are used for an overall hazardous material management program that includes inspections, enforcement, and spill response activities. Such programs could be expanded to include collection services for small quantity generators.
4. **Tipping Fees** – Another justifiable source of revenue would be an increase in fees collected by solid waste landfills from waste haulers based on the tonnage of waste brought for disposal. San Bernardino County implemented a 1% raise in tipping fees to provide an ongoing program free of direct charges to participants.
5. **User Fees** – Although it is unlikely that a user fee will completely support a household collection project, it can supplement it. Costs associated with transport and disposal of hazardous wastes are generally very high and act as a disincentive for consumers who must pay the full cost. The disposal costs can be much more than the original purchase price of the product to be disposed of.

In ABAG's 1985 household survey, about 62% of all respondents indicated they would be willing to pay a \$2 user fee. Willingness to pay varied among the communities surveyed.

While most collection programs have provided free services to households, some have developed fee schedules for excess quantities for non-household business participants, or for users outside the program service area. Some communities are considering charging businesses for the disposal services at a rate that would subsidize household participants.

6. **County Tax on Class I Disposal Facilities** – Counties may levy a 10% tax on gross receipts at Class I disposal facilities located within their jurisdiction that were operating prior to May 1, 1981, and have a current hazardous waste facility permit. This option is presently available to only a few counties. Proposed AB 16 may extend this to apply to new off site, multi-user hazardous waste facilities.



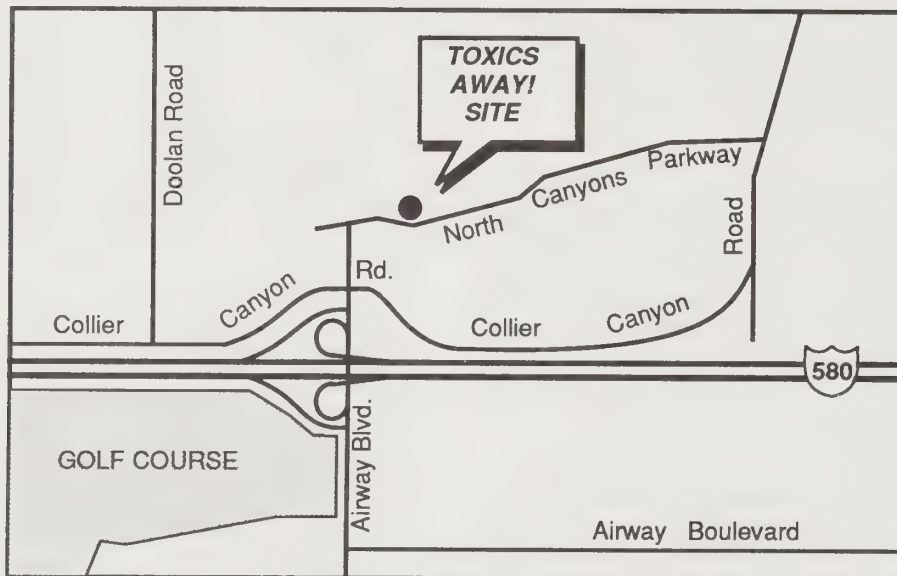
Ways to Reduce Program Costs

1. In-kind services and donations of material, equipment and labor from businesses, government and community groups have greatly reduced the cost of pilot programs. Such services have been provided not only for actual collection and disposal, but also for publicity and community education campaigns. Donations of newspaper advertising space, public service announcements, and inserts in utility bills can minimize costs as well as increase publicity. The dependability of these approaches has not been demonstrated for a permanent program.
2. In addition, discount rates (above the normal economies of scale) on supplies and disposal fees are often provided by waste haulers and disposal companies to community collection programs that are not available to private generators of hazardous wastes.
3. Recycling waste oil by giving it to a service station or by selling it directly to a commercial recycler can reduce disposal costs and potentially generate some revenue (*refer to Section on "Options for Waste Handling and Disposal"*).
4. Using reconditioned DOT certified drums can reduce project costs.
5. Donating useable products (e.g. latex paints and pesticides) to responsible organizations can also minimize disposal costs (*refer to Section on "Options for Waste Handling and Disposal"*).

V. PUBLICITY AND EDUCATION

Incentive Programs

Incentive programs should be considered to promote the use of community collection programs. Incentive programs that have been used for recycling include a voucher system whereby residents that drop off wastes to a community collection center receive a credit towards landfill disposals or their next utility bill.



Livermore/Pleasanton/Dublin Collection Site 6/87

V. PUBLICITY AND EDUCATION

The key to a successful community hazardous waste disposal program is publicity and education. People need to be aware that the service is available and they need to know the potential dangers from the unsafe use and disposal of hazardous materials/wastes. While hazardous materials are common in households and businesses, people seldom consider them "hazardous wastes" when discarding them down the drain or in the garbage.

Methods of Publicity

While numerous methods are available to publicize a collection program, the following approaches have been the most effective to ensure good participation. A comparison of publicity costs are shown in Table 3.

1. Press packets distributed to local radio stations, newspapers, television stations and special interest organizations can provide the best "free" coverage. Be sure to do follow-up telephone calls to make sure the packets were received.

2. Newspaper advertising is perhaps the best way to reach a wide audience. Most participants in household collection programs have learned of the program through the newspaper.
3. Utility bill inserts.
4. Fliers distributed by schools, grocery stores, community service organizations, refuse collectors, business associations, volunteers, etc.
5. Trash can notices (hangers or stickers) left by refuse collectors.
6. Public service announcements.
7. Workshops (for small businesses).
8. Educational curriculum for schools (curricula are available from Golden Empire Health Planning Center).



V. PUBLICITY AND EDUCATION

Table 3. Costs and Requirements of Direct Publicity Methods, 1987

Process	Options and Requirements	Cost, \$/1,000 Notices
Print notices*	≤half page (4.25 x 5.5")	\$10-\$15
	Letter size (8.5 x 11" or 8.5 x 14")	\$30-\$60
	Oversize (over 8.5 x 14")	\$30-\$100
	(1-3 weeks advance required on printing)	
Direct mail	Mailing labels	\$0-\$100
	Mailing service	\$10-\$15
	First class mail (1-2 days advance)	\$220
	Bulk mail (1-2 weeks advance)	\$101
	Non-profit bulk mail (1-2 weeks advance)	\$71
Indirect mail	Bulk advertising (1-2 weeks advance)	\$60-\$100
	Utility bill inserts (3-4 months advance reservation with utility agency or company required)	no cost
Hand distribution	Paid worker: estimate 5min./hshld = 70-90 person-hrs/1,000 hshlds x \$5/person-hr (1-4 weeks advance, prior arrangements required)	\$350-\$450
	Utility workers on regular routes (1-2 weeks advance, prior arrangements required)	no cost
	Volunteers (1-2 wks advance, prior arrangements required)	nominal cost

* Costs may double for short runs (<10,000 units) or special printing and handling requirements

Contents of Publicity and Educational Programs

- Logistics of collection program (schedule, location, wastes accepted/excluded, fees, telephone number for questions, etc.)
 - Explanation of what is hazardous and problems resulting from improper disposal.
 - Alternatives to hazardous products.
 - Proper use of hazardous products.
 - Proper disposal of hazardous products/waste.
 - Safe transport of wastes to collection program:
- Package the material in containers that do not leak to avoid negative reactions from incompatible chemicals;
 - Package materials to ensure that any movement during transport will be minimized;
 - Keep products away from passengers;
 - Have products labeled and in their original containers whenever possible;
 - Keep combustibles (e.g. aerosols) out of direct sunlight and away from heat sources; and
 - If you have a product and are not sure what it is or how to handle it, call for assistance and information.



V. PUBLICITY AND EDUCATION

Volunteer Participation



1. Volunteers may be used for non-technical assistance, such as:
 - Greeting household participants and distributing literature
 - Distributing and receiving questionnaires (if used)
 - Initial waste screening (visual or simple questions) for paint or oil loads or unidentified wastes (put flag etc. on windshield)
 - Traffic direction
 - Site communication, e.g. some programs have used boy scout troops with walkie-talkies
2. Technical volunteers (for unloading wastes, sorting and packing) may be recruited from:
 - Private industry (manufacturers, laboratories, etc.)
 - City/county workers, e.g. Health Department, water and wastewater treatment plant
3. Volunteer orientation and information:
 - Information packets for volunteers (samples in Appendix L)
 - Volunteer hospitality area (donuts, coffee, etc.)
 - Volunteer equipment area (safety vests, clipboards etc.)
4. Volunteer liability insurance:
 - Liability waiver form to be signed by volunteers (sample in Appendix L)
 - Civil Emergency Worker – Workman's Compensation Insurance – for emergency workers-in-training (sample in Appendix L)
5. Sources of volunteers:
 - League of Women Voters
 - Service organizations (Lions, Rotary Clubs etc.)
 - Youth service organizations (Boy Scouts, Girl Scouts, YMCA etc.)
 - Church groups
 - Other community special interest groups

Program Evaluation

1. In addition to data collected on the manifest, assess total wastes collected (by DOT hazard class or type of wastes such as pesticides, cleaners; amount of wastes, total drums and individual containers dropped off; oil recycled; and paints donated to community group).
2. Design a participants questionnaire to provide feedback for improving program. Participants may be surveyed by volunteers who fill out questionnaire or, the forms are completed by participants in their cars. Be prepared with lots of clipboards, pencils, survey forms. A sample questionnaire is included in Appendix M. Typical survey information includes:
 - zip code (full address optional)
 - number of households represented by delivery
 - how heard about service
 - how long products had been stored
 - attitude on fee for services
 - general comments/suggestions
3. Set up survey area/lines where cars can stop, (turn off engines if waiting line is long), and finish questionnaires before moving to unloading area. Allowing cars to inch forward while the driver is distracted with a questionnaire can lead to fender-benders.



REFERENCES

- Russell, L.J., and E. C. Meiorin. 1985. "The Disposal of Hazardous Waste by Small Quantity Generators – Magnitude of the Problem," ABAG, Oakland, California.
- Meiorin, Emy Chan. 1988. "Toxics Away! The Alameda County Pilot Collection Program for Small Quantity Generators of Hazardous Wastes," ABAG, Oakland, California.
- "Regional Plan for Small Quantity Generators of Hazardous Waste – Appendix P of the San Francisco Bay Area Environmental Management Plan," 1985. ABAG, Oakland, California.

APPENDICES

- A Request for Household Hazardous Waste Facility Permit Variance
- B Operation Plan for a Household Hazardous Waste Collection Program (Ongoing Program)
- C Hazardous Waste Generator Identification Number Application
- D Hazardous Waste Hauler Instructions and Application
- E Vehicle / Container Inspection Procedures and Application
- F Transporter Insurance Requirements
- G Uniform Hazardous Waste Manifest
- H Schematic of California's Hazardous Waste Manifest System
- I Hazardous Wastes Restricted from Landfills in California
- J Hauler Variance for Drain Oil
- K Liability Waiver for Household Participants Accepting Retrograde Materials
- L Volunteer Information Packet and Liability Waiver
- M Sample Questionnaire Form for Program Evaluation

**VARIANCE REQUEST FOR A
HOUSEHOLD HAZARDOUS WASTE
PERIODIC COLLECTION PROGRAM**

California State Department of Health Services
Toxic Substances Control Division

I hereby request a variance from the Hazardous Waste Facility Permit requirements of the California State Department of Health Services (DHS), based upon Section 66310 (a)(1) and/or Section 66310 (a) (2) of Title 22, California Administrative Code.

The facility is owned/operated by _____
and is located at _____

I am attaching all applicable information and drawings as required in support of this variance request.

I understand that any variance from the Hazardous Waste Facility Permit requirements of DHS, if granted, does not exempt my firm/organization from any other applicable laws and regulations governing the management of hazardous wastes.

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to be, to the best of my knowledge and belief, true, accurate, complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

(Certification Signature)

(Company or Applicant)

(Title)

(Mailing Address)

(Telephone)

(City, State, Zip)

(Date)

(ID Number if Applicable)

**SUPPORTING DOCUMENTATION FOR A
HOUSEHOLD HAZARDOUS WASTE
PERIODIC COLLECTION PROGRAM**

The following information should be included with a permit variance application for a household hazardous waste collection program.

1. Identify the generator (collection program sponsor) of the hazardous waste:

Name _____ EPA # _____

Address _____

City/State _____

Contact Person/Telephone Number _____

2. Respond to the following information:

- a. Identify the hazardous waste management firm or party involved with collecting, sorting, and packaging the waste. (If more than one, list all.)

Name _____ EPA # _____

Address _____

City/State _____

Contact Person/Telephone Number _____

The party responsible for testing and categorizing unlabeled waste is:

Telephone _____.

- b. Identify the hazardous waste management firm transporting the waste to a treatment, storage, or disposal facility: (if more than one, list all involved.)

Name _____ EPA # _____

Address _____

City/State _____

Contact Person/Telephone Number _____

- c Identify the hazardous waste treatment, storage, and/or disposal facility(ies) to which the waste will be taken, and approximate distance from the collection site:

Name _____ EPA # _____

Address _____

City/State _____

Contact Person/Telephone Number _____

Approximate Distance _____

If additional facilities, such as recycling firms, are involved, include the name, address, and telephone numbers of those facilities as well.

3. Identify the agency or firm that will provide emergency response in the event of a release, fire or explosion.

4. Identify the type of (or combination of) collection system(s) you are about to implement:

_____ Periodic collection program (specify length)

_____ Door-to-door pickup

_____ Other (please specify) _____

5. If collection sites are being used, please give the location of the site(s) and the dates and times on which each collection will occur.

Identify site manager or person familiar with all aspects of collection/ disposal.

6. Include with this permit application a map layout showing the general collection site parameters. Indicate the following on the map:
 - a. North arrow.
 - b. Date map is completed.
 - c. Cross streets.
 - d. Access road and traffic pattern.
 - e. Parking facilities (indicate amount of parking spaces).
 - f. Area accessible/not accessible to public.
 - g. Security fencing.
 - h. Collection areas.
 - i. Location of emergency response equipment.
 - j. Map scale.

7. Provide the following information associated with the maps:
 - a. A written description of the property and surroundings.
 - b. Characteristics of access roads (e.g., type of surface).
 - c. Characteristics of parking facilities.

8. Describe the program operations.
 - a. Who will accept the waste from the public? Give qualifications or attach resumes.
 - b. Who will sort the waste?
 - c. Who will package the waste?
 - d. Give a brief narrative of your site operations (i.e., explain what will happen from the point of a car driving to the collection site until the time it leaves; or, explain the methods used for a door-to-door pickup service).
 - e. What provisions will be made to avoid traffic complications?
 - f. Describe the precautions taken to ensure that the chance of a fire or explosion occurring are minimized.

9. With respect to equipment/materials:
 - a. Describe the containment drums and packaging material used.

- b. Describe the safety equipment used by personnel.
- c. Describe any floor covering and where it is placed.

10. Specify the types of materials accepted:

b. Indicate the amount of time the waste will be held at the collection site _____.

c. How will identity of materials be determined or verified?

- 11. If accepting unidentified waste, describe procedures for analyzing the waste. If not accepting unidentified materials, describe what will be done if they are brought in to the site.
- 12. What wastes will be recycled, treated, or otherwise used by other persons; and, how will this be accomplished.
- 13. State procedures used in the event of inclement weather.
- 14. If wastes are to be stored at a location other than a permitted hazardous waste transfer station or storage facility before being transported to a permitted treatment or disposal facility, (a) describe that location; (b) specify the length of storage; (c) state the manner in which the wastes are stored; (d) identify security measures taken to prevent release of the waste and vandalism; (e) identify measures to separate incompatible wastes; (f) describe how ignitable or reactive wastes will be handled; (g) identify a secondary containment system in case of a spill or leak; (h) note if storage area falls within area of 100 year floodplain or within 200 feet of a fault. (If the wastes are stored at an approved or permitted hazardous waste transfer station or storage facility, simply indicate that and move to question 16.)

15. Enclose a copy of the contingency plan used in the event of an accidental release of a hazardous chemical. At a minimum, the plan should include:
 - a. Description of actions to be taken by facility personnel in response to fires, explosions, or any unplanned release of waste or its constituents into the air, soil, or surface water.
 - b. The name, address, and telephone number (home or work) of the emergency coordinator, site supervisor or manager.
 - c. List of equipment available during the program that is used for emergency response operations. Include where the equipment is located at the site or during a door-to-door service. Equipment includes fire extinguishing systems, spill control equipment, communications equipment, and decontamination equipment.
 - d. Procedures used to notify DHS and other appropriate agencies regarding the accidental release of materials and the cleanup procedures. Please list the agencies that will be notified, in addition to DHS.
16. Identify party(ies) responsible for insurance/liability resulting from accidental release of or exposure to hazardous materials and include as copy of the financial document.
17. Describe the measures that will be taken to ensure all hazardous waste is removed from the site and any contaminated facility structures, equipment or soil are decontaminated or removed following closure of the collection site.

APPENDIX B
INSTRUCTIONS FOR PREPARING AN OPERATION PLAN
For an Ongoing Household Hazardous Waste Storage and/or Treatment Facility
California Department of Health Services
DRAFT (May/1988)

INTRODUCTION

In accordance with Sections 66372 and 66391, Title 22, California Administration Code, an Operation Plan (Part B Application) shall be submitted to the California State Department of Health Services (DHS) by a person who has applied for a Hazardous Waste Facility Permit. Operators of either on-site facilities (facilities situated on the waste producers property) or offsite facilities must apply for a permit and submit an Operation Plan. This includes operators of Household Hazardous Waste facilities storing waste in excess of 96 hours. (Facilities storing waste under 96 hours may apply for a variance.)

The Operation Plan will provide much of the information on which the conditions of the permit will be based. Consequently, the Plan should present information in sufficient detail to provide a clear understanding of the characteristics of the wastes handled at the facility; the equipment, operating procedures, and personnel available; and the provisions for responding appropriately to emergencies and other contingencies. The content and organization of the Plan must conform insofar as possible to the instructions in this document. All of the information described in these instructions must be included in the applicant's Operation Plan or, if not included, an acceptable justification of its absence must be submitted.

The instructions have been prepared in the form of an outline of items which must be considered in developing the Operation Plan. The Household Hazardous Waste Operation Plan has been modified to include only the items relevant to this kind of a facility. DHS will use these instructions as the basis for reviewing the Plan for completeness.

The information required in the instructions will fulfill the requirements for an Operation Plan under California laws and regulations administered by DHS.

Much of the information required in the instructions might have been developed previously in: facility plans and specifications; reports supporting applications for waste discharge requirements, land use permits, and solid waste facility permits; or in plans prepared in compliance with Interim Status Documents issued by DHS. If this is the case, the appropriate sections of those documents can be made a part of the Operation Plan by attaching copies to the Plan unless the instructions specifically state otherwise. At least two complete copies of the Operation Plan must be submitted to DHS.

The instructions have been edited to include only those items required as a minimum for an Operation Plan for a household hazardous waste storage and/ or treatment facility which involves containers and/ or tanks only.

These instructions cannot be used for Operation Plans governing any portion of a storage and/or treatment facility which involves other waste management methods (e.g., land treatment, land disposal, etc.). If the facility involves other waste management methods, then:

- a. State briefly in the Plan that such methods are used; and
- b. Be advised that DHS will request an Operation Plan and make a permit determination for the use of such methods. Disclosure in the Operation Plan of the existence of such other facilities is mandatory.

Furthermore, the instructions for a Household Hazardous Waste Operation Plan should not be used for any other hazardous waste treatment and/or storage facility.

The completed Operation Plan should be submitted to the appropriate regional office of DHS. DHS has three regional offices serving the following areas of the State:

Northern California Regional Office (Sacramento) – (916) 739-3145

North Coast Regional Office (Emeryville) – (415) 540-2043
includes San Francisco Bay Area

Southern California Regional Office (Los Angeles) – (213) 620-2380

OPERATION PLAN for an ONGOING HOUSEHOLD HAZARDOUS WASTE COLLECTION/STORAGE/TREATMENT FACILITY

INTRODUCTION

The purpose of this facility is twofold:

1. To establish a local storage facility to which Households may bring unwanted or unused pesticides and other hazardous materials used in the home environment i.e. cleaners. paints. automotive fluids. pool chemicals, hobby supplies.
2. To allow for storage of cleanup wastes of small spills of pesticide products and other hazardous materials originating from households.

in both cases. these materials would be stored at this facility until transported to an appropriate treatment or disposal site. In no case shall storage be for a period longer than one year.

This facility is equipped to store household hazardous waste and/or limited amounts of spill cleanup waste generated by households which may occur in the community. The facility is operated according to the procedures outlined herein and under direct control of _____
(responsible party)

The intent of these procedures is to provide a safe environment for facility operations, the surrounding community and facility personnel.

IDENTIFICATION OF THE FACILITY

EPA identification number (site specific):

Generator: _____

Location of Facility: _____

Name and mailing address of the public agency which legally controls the operation of the facility. Include contact person and telephone number.

Name and address of the OWNER/OPERATOR of the facility or of the land upon which the facility is situated. Provide contact person and telephone number.

Name and address of onsite supervisor. Include telephone number, both home and work, and include an alternate as well.

If the program is regional in nature (involving more than one city or county) describe measures that will be taken to enlist the participation of all communities that will be served by the facility, before choosing the location.

MAP OF FACILITY AND SURROUNDINGS

A map or drawing of the facility is enclosed as Attachment A. The map or drawing includes the following data: (topographic map preferred)

1. North arrow
2. Map scale
3. Date map completed
4. Facility plus surroundings extending 2000 feet beyond the perimeter locations of permanent access roads and permanent internal roads Location of security fencing and access controls (e.g., locked gates) Legal boundaries of the facility
5. Locations and dimensions of the past, present, and future:
 - collection area and parking area
 - storage facilities (specify what type of containment)
 - specific locations and identity of containers holding all waste types including ignitable, reactive or incompatible wastes
 - equipment and container cleaning areas
 - buildings
 - aisle space between incompatible wastes
 - locations of pipelines, power lines and easements
 - emergency equipment (specify type and location)

Included with the map or drawing (Attachment A) is the estimated volume of traffic and type of vehicles associated with the facility. Surface photographs showing all existing structures, storage areas, and proposed future storage areas are enclosed as Attachment B.

RELATIONSHIP OF THE FACILITY TO THE 100-YEAR FLOOD PLAIN

The public agency legally responsible for the operation of the facility has determined through investigation with the county flood control district, the county planning agency, or the Federal Insurance Administration that the hazardous waste storage facility does not lie within a 100-year flood plain.

Signature

PERSONNEL

Describe the criteria for selecting personnel or firms that will be receiving, identifying or classifying and transporting the waste.

Give qualifications of each.

STORAGE DESIGN

1. Give basic design parameters, dimensions and construction materials to ensure that spills, leaks, and precipitation can be collected and held until detected and removed (this must include the design and construction characteristics which make the base impervious to the waste stored).
 - a. State how design promotes drainage or prevents contact between container and standing Liquids (system must be designed to prevent such contact for a period longer than one hour after a spill occurs or containers must be elevated or otherwise protected).
 - b. Live capacity of containment system relative to number and volume of stored containers (system must contain precipitation from a 24-hour, 25-year storm plus either 10 percent of the volume of containers or 100 percent of the volume of the largest container, whichever is greater).
2. Describe the containment system used for ignitable or reactive wastes and incompatible wastes, showing at least:
 - a. Locations of containers holding ignitable or reactive wastes and the buffer zone (50 feet) around each location.
 - b. Locations of incompatible wastes and devices such as dikes, berms, walls, or distances or separation used to protect the wastes from each other.
3. Include a statement certifying that an engineer registered in California has approved the design and construction of the container storage area, appurtenant structures, and containers for the intended uses (include the engineer's name and registration number).

4. Tanks used for storage or treatment (If not appropriate, skip to page 5). Include references to design standards or other information used in design and construction of each tank.
- a. Provide specifications for each tank:
- (1) Design specifications including:
 - Dimensions.
 - Capacity.
 - Shell (wall, top, bottom, or head) thickness and corrosion allowance, if any.
 - Pressure rating, if any.
 - Structural supports (legs, saddles, reinforcement, etc.).
 - (2) Construction materials (include specific grade of material, if applicable).
 - (3) Lining materials, if any.
 - (4) Corrosion or erosion resistance to the wastes stored and to external environmental effects.
 - (5) Design specifications for the foundation of the tank including any subfoundation work, such as soil compaction, piles, etc.
 - (6) Other pertinent characteristics such as date tank went into service and its expected life.
- b. Provide Diagrams for each tank showing:
- (1) Piping (with identification coding, if used).
 - (2) Instrumentation (show all interlock systems, if used, and whether valves fail open or fail closed).
 - (3) Process flow.
- c. Describe operation system for each tank:
- (1) Feed systems.
 - (2) Waste feed cutoff system.
 - (3) Bypass system.
 - (4) Pressure controls (e.g., vents, etc.).
 - (5) Other features; such as, dip tubes, siphon-prevention, excess-flowcheck valves, failure position of valves, electrical grounding, etc.
- d. Describe Function/Purpose for each tank:
- (1) Type(s) of waste to be stored or treated in each tank.
 - (2) Specific gravity of each waste to be stored in each tank.
 - (3) Compatibilities of wastes with tank materials and/or liners.
 - (4) Vapor control systems for tank containing volatile wastes.
 - (5) Labels used to identify contents of each tank.
 - (6) Tank setting if partially or entirely situated below ground and whether the tank can be entered for inspection.

e. Describe spill containment system showing at least:

- (1) Basic design parameters, dimensions, and construction materials to ensure that spills, leaks, and precipitation can be collected and held until detected and removed (system must be continuous, impervious base, free of cracks).
- (2) How design promotes drainage or prevents contact between tanks and standing liquids (system must preclude such contact within one hour after a spill, etc., occurs or tanks must be elevated or otherwise protected).
- (3) Capacity of containment system relative to number and volume of storage tanks (system must contain precipitation from a 24- hour, 25-year storm plus either 10 percent of the volume of the tanks or 100 percent of the volume of the largest tanks, whichever is greater; tanks interconnected below the normal liquid storage level will be considered one tank unless two normally closed shut-off devices exist in the interconnecting line).
- (4) Provisions for preventing or managing run-on vehicular accidents.
- (5) How accumulated liquids (from spills, leaks, precipitation, etc.) can be analyzed and removed in time to prevent overflow of the system.

f. Include a statement certifying that an engineer registered in California has approved the design and construction of each tank and its appurtenant structures for the intended uses (include the engineer's name and registration number).

g. Describe operational procedures to insure that:

- (1) Treatment or storage of wastes in tanks precludes uncontrolled reactions.
- (2) Wastes and treatment chemicals added to a tank cannot cause tank failure.
- (3) Appropriate controls and practices exist to prevent overfilling, such as:
 - Uncovered tanks have two feet of freeboard or structures to contain the volume of the top two feet of the tanks.
 - Any tank equipped with a continuous-feed mechanism has a means to stop inflow.
- (4) Incompatible wastes are not placed in same tank.
- (5) Tanks hold PCBs are managed in accordance with Part 761, Title 40, CFR.
- (6) Handling of incompatible, ignitable and reactive waste must comply with National Fire Protection Association buffer zone requirements for tanks. (Shown in Tables 2-1 through 2-6 of the Flammable and Combustible Code, published annually).

CHARACTERISTICS OF HAZARDOUS WASTE HANDLED AT THE FACILITY

1. All household hazardous waste stored at the facility will be of the following types:
 - Unwanted or unusable household products generated by the homeowner.
 - Clean-up materials from household products which are the result of accidental spills in the local community.

The following generic chemical classes of materials will be accepted at this faciitiy.

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

The annual amount of storage is estimated to be _____ 55-gallon drums,
_____ gallons in bulk tanks. _____ lbs. in bulk bins.

Describe procedures that will be used to identify and classify the wastes.

Describe the type of containers stored (e.g., bags, bins, bottles, etc.) and how they will be stored.

2. All hazardous waste that is stored at this facility will be identified by the product name as it appears on the label, and by the product's listed contents. All labpacks must meet appropriate federal and state regulations, i.e., storage of individual containers, overpacks, and all overpack material will be in 55-Gallon drums in accordance with the Code of Federal Regulations, Title 40. Section 265.316, and with regulations promulgated by the U.S. Department of Transportation (DOT). Each drum must also be labeled in accordance with appropriate federal and state regulations.

Only materials in quantities of 5 gallons or less, or 50 pounds per person may be accepted at the facility. State law prohibits the transport of unmanifested hazardous materials in excess of 5 gallons or 50 pounds at any one time.

3. Liquid wastes must be in compatible containers or placed in an overpack prior to storage. Describe the type of overpack (i.e. absorbent) material used.

The secondary containment of the hazardous waste will be the 55-gallon drum or other appropriate container specified by DOT. The drums will be placed upon an impervious base during storage.

Solid wastes may be placed into compatible 55-gallon drums or other DOT specified container without any inside container or overpack material.

A complete list of contents are affixed to each drum and drums are labeled. Incompatible hazardous waste types are not stored in the same drum.

An estimate of the maximum quantity of hazardous waste which might be on site at any given time is _____ 55-gallon drums (or equivalent) and/or _____ gallons in tank(s), or _____ lbs. in bulk bins.

4. Unknown waste can be accepted at the discretion of the site supervisor. Identify how unknown wastes are categorized and who will be responsible (i.e. Haz Cat or other method).
5. Describe measure that will be taken in the event an "excluded" waste is brought to the collection site. Discuss what proper authorities will be notified and who is responsible for the notification process.

MAJOR WASTE MANAGEMENT DEVICES USED AT THE FACILITY

The type of container used for storage of hazardous waste will be small inside containers (e.g., the original container for the product), placed in overpacks, if necessary, to contain or prevent leakage of hazardous waste. 55-gallon drums (or other DOT specified container) and sufficient overpacking material will be employed as secondary containment for the inside containers of liquid waste.

Containers will always be closed during storage.

FACILITY EQUIPMENT AND DEVICES

Waste handling equipment to be used at this facility includes:

(trucks, forklifts, handtrucks, etc.)

The type and location of safety and emergency equipment, which is readily available for use by any person who is authorized to enter the storage area at this facility is described below:

Respirators: _____
(Self contained or air purifying)

(type and quantity)

Coveralls/Gloves: _____
(material type)

Goggles/Boots: _____
(material type)

Other: _____

Facility perimeter will be fenced or secured to prevent the intrusion of humans or livestock. The facility will maintain a locked enclosure to ensure control over entry to the storage area at all times.

Signs visible from any direction shall be posted. Each sign shall be readable at a distance of 25 feet and shall be substantially as follows:

**DANGER
HAZARDOUS WASTE STORAGE AREA
ALL UNAUTHORIZED PERSONS KEEP OUT
KEEP DOOR LOCKED WHEN NOT IN USE**

(The notice shall be repeated in Spanish)

INSPECTIONS

The facility and equipment shall be inspected weekly for leaking drums, discharges, operation errors (i.e. missed labeling or incompatible storage and equipment malfunction).

The operator will remedy any deterioration, malfunction of equipment or structures to ensure that the problem does not lead to an environmental or human health hazard (i.e. the contents of any container not in good condition shall be transferred to a container in good condition and both containers managed as hazardous waste).

Inspections will be recorded and maintained on file at the facility site of date, time, name, observation, date of repair and nature of repair.

Provide an inspection checklist which lists what equipment will be inspected, how often, what they'll be inspected for (type of problems), nature of corrective action taken (date).

OPERATIONAL SAFETY PROCEDURE

The following precautions will be taken in order to ensure that all persons will be protected from exposure to, or contamination with hazardous wastes at the facility: (i.e. handling and packaging of waste in safe manner, aisle space, competent attendant at all times, etc.)

In addition, all hazardous wastes stored at this facility are to be handled ONLY by trained designated personnel who are familiar with chemical compatibilities and incompatibilities. Personnel who sort and package the waste must be knowledgeable with state manifest requirements and have been trained per requirements of Title 22 and OSHA.

Each lab-packaged container must be inspected, before it is sealed, by the site supervisor experienced in waste identification, categorization and testing of unknowns. List name, telephone number and experience/education of site supervisor and operations staff (or attach resumes).

EMERGENCY PROCEDURES

1. Emergency Coordinators - Name, address, phone number (office/home)

Primary individual: _____

Alternate: _____

The Emergency Coordinator or his/her alternate shall be available at all times (on site or on call) during operation of the facility.

2. Local Authorities (i.e. hospitals, fire departments, etc.)

3. Spill Procedure:

- The emergency coordinator shall be notified and shall coordinate cleanup of any spill.
- Plan is amended when facility permit is revised; plan fails in an emergency. Facility changes substantially in design, construction, etc., list of emergency coordinators changes, list of emergency equipment changes, applicable regulations are revised.
- All cleanup waste will be placed in the proper storage drum, with particular care to ensure that incompatible wastes are not commingled.
- Following cleanup of the spill, immediate decontamination of the area where the spill occurred will be undertaken. All materials used in the decontamination shall be placed in the appropriate drum.
- Contents of any leaking container shall be transferred to an intact container. The leaking container shall be placed into the drum after personnel ensure that an amount of overpack sufficient to absorb any residue is contained within the drum.

4. Fire or Explosion Procedure:

- The person who discovers a fire or explosion shall sound the alarm and ensure that the building is evacuated. (See above for responsibilities in an emergency.)
- The emergency coordinator shall be notified immediately, and shall have the authority to take whatever measures are necessary to protect the public health and the environment.

The _____ Fire District and police department shall be notified by calling (police) _____
and (fire) _____

The Fire District shall be given the following information:

- nature of the incident
- quantity and type of material involved
- possible hazards

Once evacuation is accomplished, the emergency coordinator shall determine whether there are any injuries. If the extent of injuries warrants, medical assistance shall be obtained through the following agencies: provide agency names and telephone numbers:

The incident shall be documented entirely. The California Department of Health Services shall be notified. An official report shall be submitted within 15 days. Include time, date and details of the incident.

5. Evacuation Plan

The evacuation plan for this facility is enclosed as Attachment C. The plan includes the signal to indicate the start of the evacuation. the evacuation route to be used, and the alternate route to be used. should the primary route be blocked.

RECORDS AND REPORTS

Type and amounts of wastes received shall be documented through use of the California Hazardous Waste Manifest. This manifest is to be used when shipment of the hazardous waste is coordinated with a registered hazardous waste transporter.

A complete inventory and records of the type and amount of all hazardous wastes will be kept at all times at this facility.

- Training records will be kept at the facility
- Inspection records will be kept at the facility
- Incident reports will be kept at the facility
- Copy of this operation plan will be kept at the facility
- Annual reports will be kept

CLOSURE PLAN

This facility generates certain substances which, as wastes, are now or would be hazardous wastes. The facility does not operate as a treatment or disposal facility as defined in EPA regulations promulgated under the provisions of the Resource Conservation and Recovery Act (RCRA).

In the event of closure of the facility or discontinuance of hazardous waste generation, or as required by law, the facility will, consistent with all procedural requirements and regulations of the Department of Health Services:

1. Inspect the facility to locate any and all quantities of hazardous wastes remaining on site. Any ignitable or toxic substances or residues remaining on equipment would be removed and would be placed into containers, such as drums.
2. Issue purchase orders to authorized hazardous waste transporter to pick up any manifested drums or other containers on site. If, at the time of closure, it would not be practical to remove the container (e.g., leaking drums), the hazardous waste would be removed from the container (or be placed in an overpack) and the "old" and the "new" containers would be then transported by the hazardous waste transporter(s).
3. Assure such transporter(s) transport the waste to a permitted or interim status hazardous waste management facility (or to a recycling facility for recycling and subsequent sale).

4. The facility would then be closed pursuant to the applicable legal requirements (e.g., zoning requirements), and the DHS would certify that the closure has been effected pursuant to this closure plan and applicable laws and regulations. Inasmuch as no hazardous wastes would remain on site, no particular precautions (e.g., especially erected barriers to entry, warning notices, demolition of structures, etc.) relating to closure are contemplated.
5. The Department of Health Services would be notified to verify and ensure that the closure of the facility has been conducted in accordance with applicable laws and regulations.
6. This facility will remain open to year _____, and no more than _____ gallons in tanks, _____ gallons bulked in DOT specified drums, and _____ containers (DOT specified) of waste will be present at the site at any one time. An independent engineer in California will certify closure of the facility.

COST ESTIMATE FOR CLOSURE

The estimated cost for implementing the closure plan is \$_____. The estimate is based upon transportation of 55-gallon drums and other approved containers from the facility to an authorized disposal site, using the services of an authorized hazardous waste transporter, and decontamination of storage shed. The estimate allows for transportation of a maximum of _____ drums and _____ tanks/containers to be transported and disposed of at a cost of \$_____ per drum. Other cleanup costs associated with the closure of the facility would be nominal, due to the small quantity of wastes generated.

This estimate is subject to revision as conditions change and is subject to annual adjustment, to take into account inflation or deflation.

FINANCIAL RESPONSIBILITY

Provide a copy of insurance/liability document.

CERTIFICATION

I certify under penalty of the law that this document and all the the attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

(original signature of public agency representative
responsible for the operation of the facility)

ATTACHMENTS TO BE INCLUDED WITH OPERATION PLAN:

Attachment A –Map of facility and surroundings (see Appendix B: page 2)

Attachment B –Photographs of existing structures, storage areas, and proposed future storage areas
(see see Appendix B: page 2)

Attachment C –Evacuation Plan (see see Appendix B: page 10)

Please print or type with ELITE type (12 characters/inch) in the unshaded areas only.

U.S. ENVIRONMENTAL PROTECTION AGENCY
NOTIFICATION OF HAZARDOUS WASTE ACTIVITY

INSTRUCTIONS: If you received a preprinted label, affix it in the space at left. If any of the information on the label is incorrect, draw a line through it and supply the correct information in the appropriate section below. If the label is complete and correct, leave items I, II, and III below blank. If you did not receive a preprinted label, complete all items. "Installation" means a single site where hazardous waste is generated, treated, stored and/or disposed of, or a transporter's principal place of business. Please refer to the INSTRUCTIONS FOR FILING NOTIFICATION before completing this form. The information requested herein is required by law (Section 3010 of the Resource Conservation and Recovery Act).

INSTALLATION'S EPA I.D. NO.

I. NAME OF INSTALLATION

II. INSTALLATION MAILING ADDRESS

III. LOCATION OF INSTALLATION

PLEASE PLACE LABEL IN THIS SPACE

FOR OFFICIAL USE ONLY

COMMENTS

INSTALLATION'S EPA I.D. NUMBER

APPROVED

DATE RECEIVED
(yr., mo., & day)

I. NAME OF INSTALLATION

II. INSTALLATION MAILING ADDRESS

STREET OR P.O. BOX

CITY OR TOWN

ST.

ZIP CODE

III. LOCATION OF INSTALLATION

STREET OR ROUTE NUMBER

CITY OR TOWN

ST.

ZIP CODE

IV. INSTALLATION CONTACT

NAME AND TITLE (last, first, & job title)

PHONE NO. (area code & no.)

V. OWNERSHIP

A. NAME OF INSTALLATION'S LEGAL OWNER

B. TYPE OF OWNERSHIP
(enter the appropriate letter into box)F = FEDERAL
N = NON-FEDERAL

VI. TYPE OF HAZARDOUS WASTE ACTIVITY (enter "X" in the appropriate box(es))

☐ A. GENERATION☐ B. TRANSPORTATION (complete item VII)☐ C. TREAT/STORE/DISPOSE☐ D. UNDERGROUND INJECTION

VII. MODE OF TRANSPORTATION (transporters only - enter "X" in the appropriate box(es))

☐ A. AIR☐ B. RAIL☐ C. HIGHWAY☐ D. WATER☐ E. OTHER (specify):

VIII. FIRST OR SUBSEQUENT NOTIFICATION

Mark "X" in the appropriate box to indicate whether this is your installation's first notification of hazardous waste activity or a subsequent notification. If this is not your first notification, enter your installation's EPA I.D. Number in the space provided below.

☐ A. FIRST NOTIFICATION☐ B. SUBSEQUENT NOTIFICATION (complete item C)

C. INSTALLATION'S EPA I.D. NO.

IX. DESCRIPTION OF HAZARDOUS WASTES

Please go to the reverse of this form and provide the requested information.

A. HAZARDOUS WASTES FROM NON-SPECIFIC SOURCES. Enter the four-digit number from 40 CFR Part 261.31 for each listed hazardous waste from non-specific sources your installation handles. Use additional sheets if necessary.

1	2	3	4	5	6
10 - 14	15 - 19	20 - 24	25 - 29	30 - 34	35 - 39
7	8	9	10	11	12
40 - 44	45 - 49	50 - 54	55 - 59	60 - 64	65 - 69

13	14	15	16	17	18
19 - 21	22 - 24	25 - 27	28 - 30	31 - 33	34 - 36
10	20	31	22	23	24
32 - 34	35 - 37	38 - 40	41 - 43	44 - 46	47 - 49
25	26	27	28	29	30
33 - 35	36 - 38	39 - 41	42 - 44	45 - 47	48 - 50

31	32	33	34	35	36
37	38	39	40	41	42
43	44	45	46	47	48
49	50	51	52	53	54

40		80		160		320		640		1280	
20	40	20	40	20	40	20	40	20	40	20	40

☐ 4. TOXIC
[D000]

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this and all attached documents, and that based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.

RATE SIGNED

APPENDIX D
INSTRUCTIONS FOR COMPLETING THE HAZARDOUS WASTE HAULER APPLICATION

If you intend to transport a hazardous waste (as defined by the California Health and Safety Code), you are required to register with the California Department of Health Services (Department) as a hazardous waste transporter.

In order to register, complete and forward ALL copies of the following forms to the Department. Be sure forms are completed in ink or typed and signed.

1. A "Hazardous Waste Hauler Application", Form EH 187. Instructions are enclosed for completing all forms.
2. An "Application for Vehicle/Container Inspection", Form DHS 8025. If you have more than 13 vehicles, you may make copies of the application for your use.
3. For each vehicle listed of Form DHS 8025 submit a copy of the vehicle registration, proof that the vehicle is registered to the applicant, or a lease agreement if the vehicle is leased. If the vehicles are registered to a DBA please identify the relationship of that DBA to the firm on your application.
NO VEHICLE INSPECTIONS WILL OCCUR UNTIL THE ABOVE IS RECEIVED. NO SUBSTITUTIONS WILL BE ALLOWED AT THE TIME OF THE INSPECTION.
4. A "Certificate of Insurance", Form DHS 8038. The insurance company is required to complete Form DHS 8038. Do not send this form under separate cover.
5. To obtain an Environmental Protection Agency Identification Number (EPA ID) please call (916) 324-1781 and an EPA ID number will be issued to you. This is necessary only if you do not have an EPA ID number presently.
6. Total fees. The fees include a Registration Fee, a Vehicle Fee and an Inspection Fee. Make checks payable to DEPARTMENT OF HEALTH SERVICES.

Any firm operating under more than one name must register each firm separately. The parent firm name should be placed on each application form. If all the firms wish to register under a single registration number, contact the Department for guidance. The firm name shown on all applications must be identical to the name displayed on the vehicle, pursuant to Section 66545(e), Title 22.

The Department will review the applications for completeness and forward the "Application for Vehicle/Container Inspection" to the California Highway Patrol. Upon passing the inspection, the applicant will be registered by the Department and issued a registration number and an EPA ID number if needed.

All communications with the Department concerning your application should be directed to the attention of the Surveillance and Transportation Unit at the following address:

Program Management Section
Toxic Substances Control Division
Department of Health Services
714/744 P Street
Sacramento, CA 95814
Phone: (916) 324-2430

For other information please call the Regional Offices at the following telephone numbers: Northern California Section (916) 739-3145, Berkeley (415) 540-2043, Los Angeles (213) 620-2380.

HAZARDOUS WASTE HAULER APPLICATION

Firm Name		DBA (If Any)	ZIP Code	Telephone No. ()
Address (P. O. Box, City)				
Previous Registration No. If Renewal	U. S. Environmental Protection Agency (EPA) Identification No.		NOTE: List additional EPA ID Nos. with their addresses (street and ZIP code) on a separate sheet of paper.	

OWNERSHIP OF FIRM (List all partners if a partnership; list corporate officers if a corporation.)

Name	Position

ES

VEHICLE AND CONTAINER INSPECTION FEES (Total from Application for Vehicle/Container Inspection)

VEHICLE FEES (If none, please initial statement below.)

FIRM REQUESTS VEHICLE FEE WAIVER BECAUSE THE GROSS ANNUAL REVENUE FROM THE HAULING OF HAZARDOUS WASTES DOES NOT EXCEED \$35,000.

Written
Initials

REGISTRATION FEE

\$ 50.00

TOTAL FEES

(Make check payable to DEPARTMENT OF HEALTH SERVICES)

I understand and will comply with the applicable requirements of Chapter 6.5, Division 20, of the California Health and Safety Code and Chapter 30, Division 4, Title 22, of the California Administrative Code.

I certify under penalty of perjury to the accuracy of all statements made herein.

Name of Authorized Agent (Print or Type)	Title
Signature of Authorized Agent	Date

APPENDIX E
VEHICLE/CONTAINER INSPECTION PROCEDURES

On the date of inspection by the California Highway Patrol, the hauler should be prepared in the following manner:

1. Vehicles and containers must be sufficiently cleaned so as to be safe to inspect,
2. The vehicles and containers shall be located at a safe work location as identified on the application for inspection (unless other arrangements have been made with the CHP),
3. Covers or lids should be open and personnel available to operate or disassemble equipment,
4. Every vehicle to be certified must have the name or trademark on each side.
5. Manifests showing the load last transported in each vehicle and container must be available to the inspector, and
6. Maintenance records and driver logs or other timekeeping records as required by the Vehicle Code must be in good order and available to the inspector.

If the above preparations have not been made, the inspector may refuse to inspect thus delaying the renewal of registration in a timely manner.

The Highway Patrol will inspect the documentation of vehicle maintenance, inspection and driver hours. They will inspect the vehicles and containers for conformance with requirements of the Vehicle Code and the Health and Safety Code. If the vehicle was constructed to a Federal Department of Transportation specification or exemption, the documentation of construction, inspections and retesting will be reviewed. If the tank meets a DOT specification or exemption and has been repaired, the repair must be properly documented; and, if welding was necessary, a certified welder should have performed the work (A.S.M.E. Code weld repairs must be performed by a welder certified according to A.S.M.E. Code).

Tanks and containers which were not built to a specification or exemption will be inspected for integrity and proper condition.

NOTICE

Failure to submit a copy of the vehicle registration or DMV Interim Transaction or a lease agreement if the vehicles are leased will result in a delay in the processing of your Application for Vehicle/Container Inspection (Form DHS 8025). Section 66428(a)(1)B of Title 22, California Administrative Code, requires that each vehicle be registered to the applicant or under a written lease. The Department will verify with the Department of Motor Vehicles the registrations of all vehicles listed on Form DHS 8025 for which a valid registration or lease agreement are not submitted.

Form DHS 8025

1) The applicant is applying for initial or renewal registration of a vehicle or container or, 2) the applicant is requesting a reinspection of the truck terminal after failing previous inspections.
*3) For any additional vehicle or container

If this form is a request for reinspection and lists vehicles which previously failed inspection by the California Highway Patrol, vehicle fees are waived. Inspection fees only should be totaled and a check sent payable to the California Department of Health Services.

CONTAINERS listed here will have a capacity greater than 110 U.S. gallons and be reusable; not disposed of with the waste.

A vehicle fee waiver may be claimed by any firm which does not gross an annual revenue exceeding \$35,000 from the hauling of hazardous waste. The waiver applies only to vehicle fees; not to inspection and registration fees. Initial indicated space on EH 187.

Check one

APPLICATION FOR VEHICLE/CONTAINER INSPECTION ☐APPLICATION FOR VEHICLE/CONTAINER REINSPECTION ☐

Firm Name _____

Phone () _____

Contact Person _____

Inspection Address _____
Street City Zip

LIST VEHICLES AND CONTAINERS USED TO HAUL HAZARDOUS WASTES

Hauler Registration No. _____

Make	Body Type	License or Container Number	Vehicle Fees	Inspection Fees	CHP USE ONLY (Cert. No./DOT No.)
				Vehicle or Container	
				\$50 or \$25	
				\$50 or \$25	
				\$50 or \$25	
				\$50 or \$25	
				\$50 or \$25	
				\$50 or \$25	
				\$50 or \$25	
				\$50 or \$25	
				\$50 or \$25	
				\$50 or \$25	
				\$50 or \$25	
				\$50 or \$25	
				\$50 or \$25	
				\$50 or \$25	
TOTAL VEHICLE FEES (Enter here and on EH 187 unless additional vehicle)					TOTAL INSPECTION FEES (Enter here and on EH 187 unless additional vehicle)

APPLICANT CERTIFICATION

I certify under penalty of perjury that to the best of my knowledge and belief the vehicle(s) and container(s) described above conform to the requirements of Section 66434(b), Title 22, California Administrative Code.

Typed or Printed Name

Signed

Position

Date

CHP USE ONLY

Approval Recommended:

Remarks, if denied:

Signature MCS

Zone

Date

Signature MCS

Zone

Date

APPENDIX F

INSURANCE REQUIREMENTS

The "Certificate of Insurance," form DHS 8038, should be forwarded to your insurance company or agent for signing. The certificate must be included with the application when mailed.

The certificate must cover the name of the firm being registered. If the firm is doing business under a dba, that name must be shown on the certificate also.

The insurance coverage must equal or exceed the requirements of the General Order No. 100j of the California Public Utilities Commission as required by Section 66428, Title 22, California Administrative Code. The current minimum coverage is as follows:

- a. \$250,000 personal bodily injury, including death, per person, per accident;
- b. \$500,000 personal bodily injury, including death, for more than one person, per accident; and
- c. \$100,000 property damage per accident; OR
- d. A combined single limit in the amount of not less than \$600,000 on account of bodily injuries to, or death of, one or more persons.

NOTE: It may be necessary to send each insurance company a certificate when more than one are used to provide the minimum coverage.

REQUIREMENTS FOR SELF-INSURANCE

- 1. Certificate of Self-Insurance from the Department of Motor Vehicles, Financial Responsibility Section, with an assigned SI number. DMV contact: George Castain at (916) 732-7561
- 2. Certificate of Insurance form DHS 8038 signed by an agent of the insurance company which handles the filings for the self-insured firm. This insurance company would be responsible for notifying the Department if the registrant ceased to be self-insured.

CERTIFICATE OF INSURANCE

Name of Insured	Address	Phone Number ()
Name of Insurance Agency/Company	Address	Phone Number ()

COVERAGE IN FORCE (The policies for which this certificate is issued provide insurance, as indicated by "X," for the limits shown for each accident.)

<input type="checkbox"/> PRIMARY INSURANCE	Insurance Policy Number				
Insurance Company Name		Address		Phone Number ()	
For bodily injuries to or death of one person	\$	For bodily injuries to or death of all persons injured or killed (subject to the maximum listed above for bodily injuries to or death of one person)	\$	For loss or damage to property of others (excluding cargo)	\$

<input type="checkbox"/> PRIMARY INSURANCE—COMBINED SINGLE LIMIT	Insurance Policy Number				
Insurance Company Name		Address		Phone Number ()	
For bodily injuries to or death of all persons injured or killed and for loss or damage to property of others (excluding cargo)					\$

<input type="checkbox"/> EXCESS LIABILITY	Insurance Policy Number				
Insurance Company Name		Address		Phone Number ()	
For bodily injuries to or death of all persons injured or killed and for loss or damage to property of others (excluding cargo) for amounts in excess of the primary insurance shown above					\$

CANCELLATION:

The insurance policies for which this certificate is issued are effective until canceled and may not be canceled until the Company has given ten (10) days notice in writing to the Toxic Substances Control Division of the California Department of Health Services at its office, 714 P Street, Sacramento, California 95814. Said ten (10) days to commence to run from the date the notice is actually received in the office of the Toxic Substances Control Division.

The certificate of insurance is filed with the Department of Health Services of the State of California, Toxic Substances Control Division, 714 P Street, Sacramento, CA 95814.

CERTIFICATION

This is to certify that policies of insurance listed below have been issued to the insured named above and are in force at this time. The policies described herein provide Automobile Bodily Injury Liability and Property Damage Liability protection required for haulers of hazardous waste pursuant to the California Administrative Code, Title 22, Division 4, Chapter 30, "Minimum Standards for Management of Hazardous Wastes" with respect to the operation, maintenance, or use of any vehicle for which registration to haul hazardous waste is required by the Department of Health Services of the State of California, regardless of whether such vehicles are specifically described in the policy or not.

Name of Person Signing (Print or Type)	Title	
Signature	Phone Number ()	Date

UNIFORM HAZARDOUS WASTE MANIFEST

Pursuant to 40 CFR Parts 260, 262, and 271, all regulated shipments of hazardous waste must be accompanied by the Uniform Hazardous Waste Manifest published jointly by the U. S. Environmental Protection Agency (EPA) and the U.S. Department of Transportation (DOT). (Note that this form is different from the California manifest previously in use.) No manifest other than the new Uniform Hazardous Waste Manifest may accompany a shipment of hazardous waste after January 1, 1985.

The new manifest will be provided by the Department upon request. To order, please submit the following information in writing to: Department of Health Services, 714/744 P Street, Sacramento, CA 95814, and place in lower left hand corner of envelope: Attn: "Manifest Orders". Please include your 12-digit EPA identification number, company name and location (street address, city, state, zip code), mailing address, contact person and phone number (include area code), and the number of manifests needed (please estimate on a 12-month basis).

A Continuation Sheet (EPA Form 8700-22A) must be used if (a) more than two transporters are to be used to transport the waste or (b) more space is needed for the DOT description and related information in Item 11 on the manifest. Generators must supply their own Continuation Sheets. To obtain form specifications for printing purposes, please write to the Department at the above address or contact EPA Region 9 (415 974-7472). To order continuation sheets, you may wish to contact Labelmaster at 1-800-521-5308 or J.J. Keller at 1-800-558-5011 or UNZ at 1-800-631-3093.

Upon receipt and prior to use of the new manifest, it is strongly advised that you thoroughly review the completion instructions on the back. Not only is the form different in appearance, but there also have been changes and additions to the codes needed to complete the manifest. Under California law, Section 25189 of the Health and Safety Code, the Department can impose a fine of up to \$25,000 for a violation of the requirement that a hazardous waste manifest be fully and accurately completed. Note the following modifications:

Front of manifest -

- a. The time period within which you are required to forward the appropriate copy of the manifest to the Department has been changed from 15 to 30 days.
- b. Generators must send their copies to:
 - Department of Health Services
 - Toxic Substances Control Division
 - P.O. Box 400
 - Sacramento, CA 95802
- c. TSD facility operators must send their copies to:
 - Department of Health Services
 - Toxic Substances Control Division
 - P.O. Box 3000
 - Sacramento, CA 95812

Back of manifest -

a. Twelve restricted waste categories (#711-751) have been added. Waste categories 711-731, along with 111-113 already on the manifest, encompass the wastes that were restricted from land disposal pursuant to Section 6690, Title 22, California Administrative Code, effective January 22, 1983. The restriction of waste categories 741 and 751 is anticipated in 1985.

b. A miscellaneous waste category (#612) has been added to be used by local agencies or other organizations which provide collection of household wastes containing hazardous materials, e.g., garden chemicals, cleaning substances, paint. It is the responsibility of the TSD operator to assess disposal fees for such loads based on the fee schedule set forth in the Health and Safety Code, Chapter 263, Section 25174.

c. Two disposal methods (T01, Tank Treatment, and T02, Treatment Pond) have been added to assist in the manifesting of the restricted wastes, since such wastes must be treated prior to disposal.

For a detailed discussion of the development and use of the Uniform Hazardous Waste Manifest, refer to the Federal Register, Volume 49, Number 55, March 20, 1984 (contact your local library). Copies of the regulation may be obtained by calling EPA Region 9 at the number given above.

Please print or type. (Form designed for use on elite (12-pitch) typewriter.)

UNIFORM HAZARDOUS WASTE MANIFEST		1. Generator's US EPA ID No.	Manifest Document No.	2. Page 1 of	Information in the shaded areas is not required by Federal law.		
3. Generator's Name and Mailing Address				A.State Manifest Document Number 84864452			
4. Generator's Phone ()				B.State Generator's ID			
5. Transporter 1 Company Name		6. US EPA ID Number	C.State Transporter's ID				
7. Transporter 2 Company Name		8. US EPA ID Number	D.Transporter's Phone				
9. Designated Facility Name and Site Address		10. US EPA ID Number	E.State Transporter's ID				
			F.Transporter's Phone				
			G.State Facility's ID				
			H.Facility's Phone				
11. US DOT Description (Including Proper Shipping Name, Hazard Class, and ID Number)			12.Containers No.	Type	13. Total Quantity	14. Unit Wt/Vol	15. Waste No.
a.							
b.							
c.							
d.							
J. Additional Descriptions for Materials Listed Above				K.Handling Codes for Wastes Listed Above			
15. Special Handling Instructions and Additional Information							
16. GENERATOR'S CERTIFICATION: I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and are in all respects in proper condition for transport by highway according to applicable international and national governmental regulations.							
Printed/Typed Name				Signature		Date Month Day Year	
17. Transporter 1 Acknowledgement of Receipt of Materials				Signature		Date Month Day Year	
18. Transporter 2 Acknowledgement of Receipt of Materials				Signature		Date Month Day Year	
19. Discrepancy Indication Space							
20. Facility Owner or Operator: Certification of receipt of hazardous materials covered by this manifest except as noted in Item 19.						Date	
Printed/Typed Name				Signature		Month Day Year	

White: TSDf SENDS THIS COPY TO DOHS WITHIN 30 DAYS
To: P.O. Box 3000, Sacramento CA 95812

G-3

Instructions For Generators

Item 1. Generator's U.S. EPA ID Number-Manifest Document Number

Enter the generator's U.S. EPA twelve-digit identification number and in the space to the right of this line, enter a five-digit number of your choice.

Item 2. Page 1 of _____

Enter the total number of pages used to complete this Manifest plus the number of Continuation Sheets, if any.

Item 3. Generator's Name and Mailing Address

Enter the name and mailing address of the generator. The address should be the location that will manage the returned Manifest forms.

Item 4. Generator's Phone Number

Enter a telephone number where an authorized agent of the generator may be reached in the event of an emergency.

Item 5. Transporter 1 Company Name

Enter the company name of the first transporter who will transport the waste.

Item 6. U.S. EPA ID Number

Enter the U.S. EPA twelve-digit identification number of the first transporter identified in Item 5.

Item 7. Transporter 2 Company Name

If applicable, enter the company name of the second transporter who will transport the waste. If more than two transporters are used to transport the waste, use a Continuation Sheet(s) and list the transporters in the order they will be transporting the waste.

Item 8. U.S. EPA ID Number

If applicable, enter the U.S. EPA twelve-digit identification number of the second transporter identified in Item 7.

Item 9. Designated Facility Name and Site Address

Enter the company name and site address of the facility designated to receive the waste listed on this Manifest. The address must be the site address which may differ from the company mailing address.

Item 10. U.S. EPA ID Number

Enter the U.S. EPA twelve-digit identification number of the designated facility identified in Item 9.

Item 11. U.S. DOT Description

Enter the U.S. DOT Proper Shipping Name, Hazard Class, and ID Number (UN/NA) for each waste as identified in 49 CFR 171 through 177.

Item 12. Containers (No. and Type)

Enter the number of containers for each waste and the appropriate abbreviation from Table I (below) for the type of container.

Table I — Types of Containers

DM = Metal drums, barrels, kegs
DW = Wooden drums, barrels, kegs
DF = Fiberboard or plastic drums, barrels, kegs
TP = Tanks, portable
TT = Cargo tanks (tank trucks)
TC = Tank cars
DT = Dump truck
CY = Cylinders
CM = Metal boxes, cartons, cases (including roll-offs)
CW = Wooden boxes, cartons, cases
CF = Fiber or plastic boxes, cartons, cases
BA = Burlap, cloth, paper or plastic bags

Item 13. Total Quantity

Enter the total quantity of waste described on each line.

Item 14. Unit (Wt./Vol.)

Enter the appropriate abbreviation from Table II (below) for the unit of measure.

Table II — Units of Measure

G = Gallons (liquids only)
P = Pounds
T = Tons (2000 lbs.)
Y = Cubic yards
L = Liters (liquids only)
K = Kilograms
M = Metric tons (1000 kg)
N = Cubic meters

Item 15. Special Handling Instructions and Additional Information

Generators may use this space to indicate special transportation, treatment, storage, or disposal information or Bill of Lading information. For international shipments, generators must enter in this space the point of departure (City and State) for those shipments destined for treatment, storage, or disposal outside the jurisdiction of the United States.

Item 16. Generator's Certification

The generator must read, sign (by hand), and date the certification statement. If a mode other than highway is used, the word "highway" should be lined out and the appropriate mode (rail, water, or air) inserted in the space below. If another mode in addition to the highway mode is used, enter the appropriate additional mode (e.g., and rail) in the space below.

Instructions For Transporters

Item 17. Transporter 1 Acknowledgement of Receipt of Materials

Enter the name of the person accepting the waste on behalf of the first transporter. That person must acknowledge acceptance of the waste described on the Manifest by signing and entering the date of receipt.

Item 18. Transporter 2 Acknowledgement of Receipt of Materials

Enter, if applicable, the name of the person accepting the waste on behalf of the second transporter. That person must acknowledge acceptance of the waste described on the Manifest by signing and entering the date of receipt.

Note—International Shipments—Transporter Responsibilities.

Exports—Transporters must sign and enter the date the waste left the United States in item 15 of Form 8700-22.

Imports—Shipments of hazardous waste regulated by RCRA and transported into the United States from another country must upon entry be accompanied by the U.S. EPA Uniform Hazardous Waste Manifest. Transporters who transport hazardous waste into the United States from another country are responsible for completing the Manifest (40 CFR 263.10(c)(1)).

Instructions for Owners or Operators of Treatment, Storage, or Disposal Facilities:

Item 19. Discrepancy Indication Space

Refer to 40 CFR 264.72 and 265.72 for help in completing this part. In this space you must note any significant discrepancy between the waste described on the manifest and the waste you actually received. If you cannot resolve significant discrepancy within 45 days of receiving the waste, you must submit a letter to your DHS Regional Administrator describing the discrepancy and your attempts to reconcile it. A copy of the manifest at issue must be enclosed with the letter.

Item 20. Facility Owner or Operator:

Certification of Receipt of Hazardous Materials Covered by This Manifest Except as Noted in Item 19

Print or type the name of the person accepting the waste on behalf of the owner or operator of the facility. That person must acknowledge acceptance of the waste described on the Manifest by signing and entering the date of receipt.

CALIFORNIA REQUIRED ITEMS

C. State Transporter's ID
Generator — Enter the certificate of compliance number of the vehicle used to transport the hazardous waste

E. State Transporter's ID
If applicable, enter the certificate of compliance number of the second vehicle used to transport the hazardous waste.

G. State Facility's ID
Operator of TSDF — Enter EPA ID number.

I. Waste Number
Generator — Enter waste category number. Select appropriate number from Table III. Review entire table before selecting a number. Do not fill in handling code(s).

J. Additional Descriptions For Materials Listed Above

Generator — Enter chemical composition for each waste category. List components corresponding to the waste category entered.

K. Handling Codes for Wastes Listed Above
Operator of TSDF — Enter waste handling code(s). Select appropriate code(s) from Table IV.

Restricted Wastes

711. Liquids with cyanides ≥ 1000 Mg/L
721. Liquids with arsenic ≥ 500 Mg/L
722. Liquids with cadmium ≥ 100 Mg/L
723. Liquids with chromium (VI) ≥ 500 Mg/L
724. Liquids with lead ≥ 500 Mg/L

Table III

725. Liquids with mercury ≥ 20 Mg/L
726. Liquids with nickel ≥ 134 Mg/L
727. Liquids with selenium ≥ 100 Mg/L
728. Liquids with thallium ≥ 130 Mg/L
731. Liquids with polychlorinated biphenyls ≥ 50 Mg/L

741. Liquids with halogenated organic compounds ≥ 1000 Mg/L
751. Solids or sludges with halogenated organic compounds ≥ 1000 Mg/Kg
791. Liquids with pH ≤ 2

Nonrestricted Wastes

Inorganics

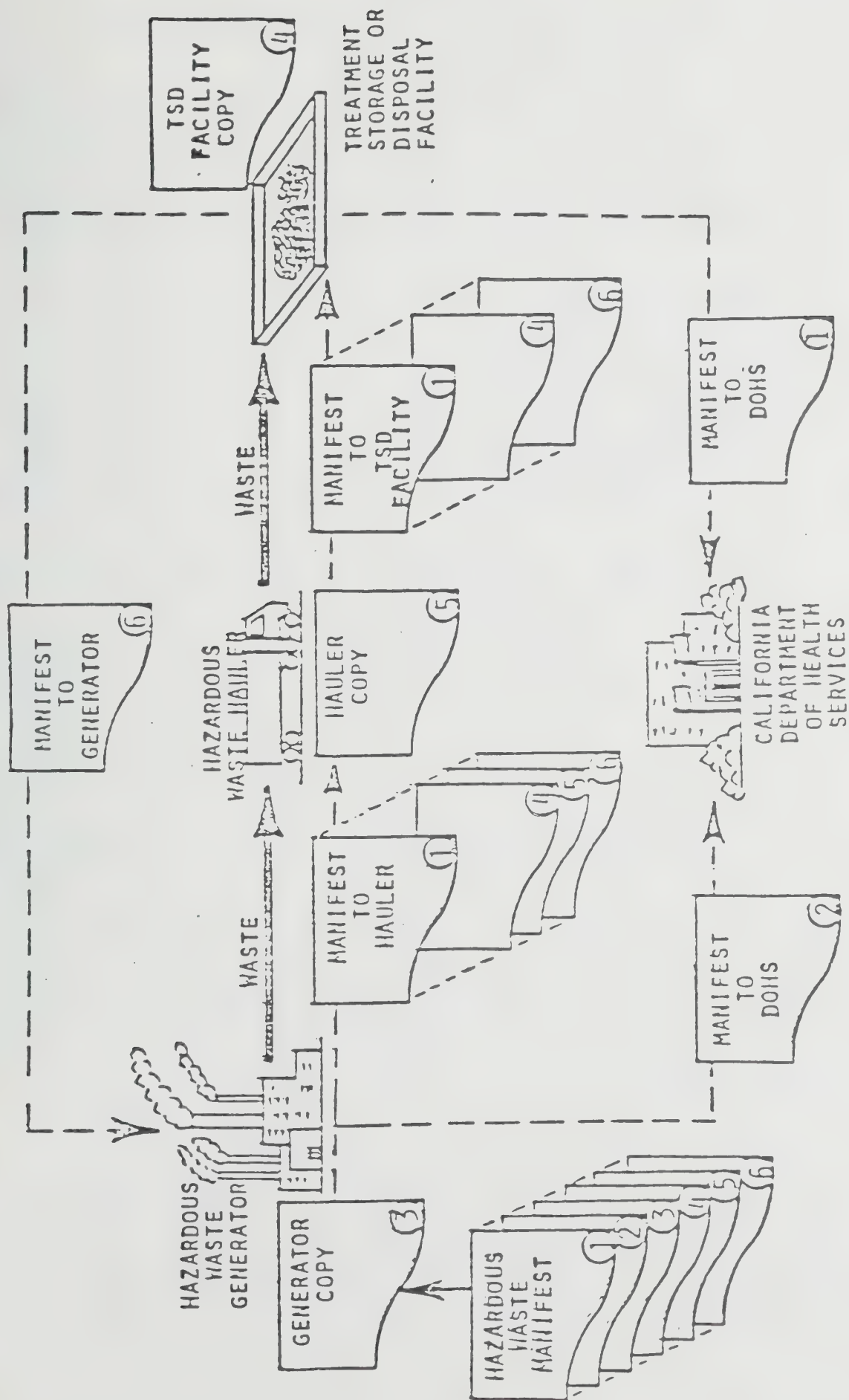
111. Acid solution ($2 \leq \text{pH} \leq 7$) with metals (antimony, arsenic, barium, beryllium, cadmium, chromium, cobalt, copper, lead, mercury, molybdenum, nickel, selenium, silver, thallium, vanadium and zinc)
112. Acid solution without metals
113. Unspecified acid solution
121. Alkaline solution (pH ≥ 12.5) with metals (see 111)
122. Alkaline solution without metals
123. Unspecified alkaline solution
131. Aqueous solution ($2 \leq \text{pH} \leq 12.5$) containing reactive anions (azide, bromate, chlorate, cyanide, fluoride, hypochlorite, nitrite, perchlorate and sulfide anions)
132. Aqueous solution with metals (see 111)
133. Aqueous solution with total organic residues 10 percent or more
134. Aqueous solution with total organic residues less than 10 percent
141. Unspecified aqueous solution
142. Oil specification, aged, or surplus inorganics
151. Asbestos containing waste
161. FCC waste
162. Other spent catalysts
171. Metal sludge (see 111)
172. Metal dust (see 111) and machining waste

181. Other inorganic solid waste
Organics
211. Halogenated solvents (chloroform, methyl chloride, perchloroethylene, etc.)
212. Oxygenated solvents (acetone, butanol, ethyl acetate, etc.)
213. Hydrocarbon solvents (benzene, hexane, Stoddard, etc.)
214. Unspecified solvent mixture
221. Waste oil and mixed oil
222. Oil/water separation sludge
223. Unspecified oil-containing waste
231. Pesticide rinse water
232. Pesticides and other waste associated with pesticide production
241. Tank bottom waste
251. Still bottoms with halogenated organics
252. Other still bottom waste
261. Polychlorinated biphenyls and material containing PCBs
271. Organic monomer waste (includes unreacted resins)
272. Polymeric resin waste
281. Adhesives
291. Latex waste
311. Pharmaceutical waste
321. Sewage sludge
322. Biological waste other than sewage sludge
331. Off-specification, aged, or surplus organics

341. Organic liquids (nonsolvents) with halogens
342. Organic liquids with metals (see 111)
343. Unspecified organic liquid mixture
351. Organic solids with halogens
352. Other organic solids
Sludges
411. Alum and gypsum sludge
421. Lime sludge
431. Phosphate sludge
441. Sulfur sludge
451. Degreasing sludge
461. Paint sludge
471. Paper sludge/pulp
481. Tetraethyl lead sludge
491. Unspecified sludge waste
Miscellaneous
511. Empty pesticide containers 30 gal or more
512. Empty containers 30 gallons or more
513. Empty containers less than 30 gallons
521. Drilling Mud
531. Chemical toilet waste
541. Photochemicals/photoprocessing waste
551. Laboratory waste chemicals
561. Detergent and soap
571. Fly ash, bottom ash, and retort ash
581. Gas scrubber waste
591. Baghouse waste
611. Contaminated soil
612. Household wastes

Table IV

11. Recycle (R01)
02. Injection Well (D7)
03. Landfill (D80)
04. Land Application
05. Ocean Disposal (D91)
06. Surface Impoundment (D83)
07. Thermal Treatment (T03)
(include incineration)
08. Neutralization (T31)
09. Filtration (T47)
10. Stabilization Pond (T76)
14. Transfer Station (H01)
15. Tank Treatment (H01)
16. Treatment Pond (T02)
99. Other (D99)



CALIFORNIA'S HAZARDOUS WASTE HAIRFEST SYSTEM

HAZARDOUS WASTES RESTRICTED FROM LANDFILLS IN CALIFORNIA

The following liquid hazardous wastes have been restricted from land disposal:

- A. Liquid hazardous wastes containing the following dissolved metals (or elements) or compounds of these metals (or elements) at concentrations greater than or equal to those specified below:

Arsenic and/or compounds (as As)	500 mg/l
Cadmium and/or compounds (as Cd)	100 mg/l
Chromium (VI) and/or compounds (As CR ^{+VI})	500 mg/l
Lead and/or compounds (as Pb)	500 mg/l
Mercury and/or compounds (as Hg)	20 mg/l
Nickel and/or compounds (as Ni)	134 mg/l
Selenium and/or compounds (as Se)	100 mg/l
Thallium and/or compounds (as Ti)	130/mg/l

- B. Liquid hazardous wastes having a pH less than or equal to two (2.0)

- C. Liquid hazardous wastes containing free cyanides at concentrations greater than or equal to 1,000 mg/l

The regulations restrict only liquid hazardous wastes as described above. This is because liquid hazardous waste has a much greater mobility in a landfill environment than solid waste, thus posing a greater threat of producing leachate and affecting water quality.

Wastes which are all liquid are restricted only if the concentrations in the liquid phase exceeds the limits noted above. Wastes which are all solid are not subject to the landfill restrictions at this time. However, wastes which contain liquids and solids (sludges) are more difficult to classify. The Environmental Protection Agency (EPA) has addressed this question by relying on the concept of "free liquids." Under EPA testing protocols, a 100 ml representative sample of the waste is to be placed in a 400-micron conical paint filter for 5 minutes. This filter is to be supported on a ring stand with a beaker below the funnel to capture any free liquid that passes through the filter. If any amount of free liquid passes through the filter within the five-minute period and contains dissolved compounds above the specified concentrations, the waste will be considered as a restricted hazardous waste.

NOTE: The Regional Offices of the Toxic Substances Control Division can provide you with up-to-date lists of haulers, recyclers and facilities and copies of the California Waste Exchange. These offices can also provide you with copies of the state laws and regulations on hazardous waste. If you have any questions, please contact your Regional Office. Addresses and telephone numbers are given on the following page.

HAULER VARIANCE -- DRAIN OIL

(F)TSC-1 - 1

Revised 8/31/84

STATE OF CALIFORNIA—HEALTH AND WELFARE AGENCY

GEORGE DEUKMEJIAN, Governor

DEPARTMENT OF HEALTH SERVICES

714 744 P STREET

SACRAMENTO, CA 95814



(Date)

XX
XX
XX
XX

Dear _____:

_____ is granted a variance from manifest requirements in accordance with Section 66310, Title 22, of the California Administrative Code (CAC). This variance is limited to the manifesting of drain oil (drain oil is a lubricating fluid which has been removed from an engine crankcase, transmission, gearbox, or differential of an automobile, truck, bus, vessel, plane, heavy equipment, or machinery powered by an internal combustion engine, which does not contain any other hazardous waste as defined by Section 25117 of the Health and Safety Code) and is subject to the following conditions:

1. A copy of this variance and a copy of the hazardous waste hauler permit shall be carried in the vehicle used to transport the above-mentioned hazardous waste.
2. This variance may be canceled by the Department at any time and shall expire when the hazardous waste transporter registration expires on _____. This variance does not relieve the grantee from compliance with other applicable sections of the Hazardous Waste Control Act and the regulations adopted thereunder.
3. The above-mentioned hazardous waste shall be transported in accordance with the Vehicle Code, the regulations of the California Highway Patrol (Title 13, CAC), the regulations of the Department of Transportation (Title 49, Code of Federal Regulations), and the regulations of the Environmental Protection Agency (EPA) (Title 40, Code of Federal Regulations).
4. A hazardous waste manifest, completed pursuant to the following instructions, shall be in the driver's possession when transporting the above-mentioned hazardous waste. A new manifest shall be completed whenever the driver changes, transport vehicles change, or a new day begins. The abbreviated manifesting procedures are as follows:

- a. An EPA identification number is not required for individual generators.
 - b. The transporter shall be responsible for completing both the generator and transporter sections of the manifest.
 - c. The transporter's name and EPA identification number shall also be entered in the Generator Information space of the manifest.
 - d. The transporter shall attach legible copies of receipts for the waste picked up to the front of the manifest. The receipts shall be used to determine the total quantity of the waste in the vehicle. After the waste is delivered, the receipts shall be affixed to the transporter's copy of the manifest. The manifest and receipts shall be kept for three years. The receipts shall contain the following information:
 - . Each generating facility's name and address as listed on its business license.
 - . The type and volume or weight of the hazardous waste for each generating facility.
 - . Each generating facility's contact name and telephone number.
 - . The manifest number.
 - e. At the completion of a day, the transporter shall enter the total volume or weight of the waste on the manifest. The total volume or weight shall be the cumulative amount of waste collected from the generators listed on the attached receipts.
 - f. The transporter shall sign and date both generator and transporter sections of the manifest and shall submit the generator copy of the manifest to this Department within 30 days.
 - g. The original and other copies of the manifest shall be submitted to the treatment, storage, or disposal facility (TSDF) operator upon delivery of the load.
 - h. After completion of the TSDF portion, the original manifest shall be submitted to the Department of Health Services within 30 days. The copy of the manifest generally returned to the generator by the TSDF operator shall be returned to the transporter.
5. The transporter shall leave a receipt with the generator for the waste picked up.

6. The hazardous waste shall be transported only to an approved hazardous waste facility.
7. It is the responsibility of the transporter to request, in writing, a renewal of this variance at least 30 days prior to the hazardous waste transporter registration expiration date.

Please contact Kit Davis at (916) 324-2428 if you have any further questions.

Sincerely,

Thomas E. Bailey, Chief
Program Management Section
Toxic Substances Control Division

cc: Mr. Dave Woods
Motor Carrier Section
California Highway Patrol
P. O. Box 898
Sacramento, CA 95805

Mr. James Allen, Chief
Northern California Section
Department of Health Services
4250 Power Inn Road
Sacramento, CA 95826

Mr. Dwight Hoenig, Chief
North Coast Section
Department of Health Services
2151 Berkeley Way
Berkeley, CA 94704

Mr. Angelo Bellomo, Chief
Southern California Section
Department of Health Services
107 South Broadway, Room 7128
Los Angeles, CA 90012

KD: /(F)TSC-1

LIABILITY WAIVER (DISCLAIMER)

I, the undersigned participant, intending to be legally bound, waive and release and forever discharge any and all rights and/or claims, and further agree to indemnify and hold harmless (sponsoring Agency), and its contractors, sub-contractors, volunteers, Board members, additional sponsors and contributors for any and all injuries and damages suffered by me that occurred during or as a result of the HHW Project.

NAME	ADDRESS	ZIP CODE

VOLUNTEER INFORMATION PACKAGE

L-1

Toxics Away! Household Hazardous Wastes Collection Day

OPERATING PROCEDURES AND RESPONSIBILITIES

The responsibilities of the project personnel and the flow of the wastes are outlined below. The general flow of traffic is shown on the attached diagram.

When the homeowners arrive at the collection site:

A **SITE TRAFFIC COORDINATOR** will greet the homeowners and direct the cars, one at a time, into one or more receiving lines. Instruct people to stay in their cars and follow the marked route to the collection stations. Do not allow people to get out of their cars and walk their hazardous wastes up to the collection site.

The **QUESTIONNAIRE VOLUNTEER** will give each homeowner a questionnaire on a clipboard. Please mark the approximate time on the top of the questionnaire. The volunteers will be acting under the supervision of a **CHEMIST** who will be able to answer questions about specific products. The questionnaire will ask for city of residence, information about the types of hazardous wastes brought in, and some general questions about the conduct of the Collection Day. Homeowners should fill out the questionnaire and turn it in when they drop off their hazardous wastes.

The Questionnaire Volunteers will keep a lookout for people with huge quantities or questionable materials. Let the **PROGRAM SUPERVISOR** or one of the assistants talk to people about disposal of these materials. Generally, we will accept whatever people bring, however, if a business operation with many 5-gallon or larger containers arrives, we may want to redirect them. Do not take it upon yourself to send anyone away. The **PROGRAM SUPERVISOR** or one of the assistants will make these decisions.

One of the Questionnaire Volunteers will be designated to ask each incoming homeowner if they have any unlabeled or unidentified wastes. The Questionnaire Volunteer will then tape a color-coded card to the homeowner's windshield (specific instructions will be provided at the Collection Day).

After the initial questionnaire process, the homeowner will drive to the **RECEIVING STATION** where **HAZARDOUS WASTE TECHNICIANS** from Chemical Waste Management, Inc. will receive the questionnaires, remove the waste from the homeowner's car and place it on a sorting table. Unknown wastes will be taken to the **HAZCAT** area (a special field chemistry laboratory for hazardous materials categorization).

The wastes will then be **SORTED, MANIFESTED, and PACKAGED** in the **HANDLING AREA** by personnel working under the supervision of a **CHEMIST** from Chemical Waste Management, Inc. Visitors will not be allowed in the **HANDLING AREA** unless accompanied by an authorized person. No food, beverages, smoking or wearing of open-toed shoes/sandals or shorts will be allowed in the **HANDLING AREA**.

_____ will be the
EMERGENCY COORDINATOR and the **PROGRAM SUPERVISOR** for the Collection Day.

_____ will be the
ASSISTANT PROGRAM SUPERVISOR(S) for the Collection Day.

Coffee, donuts and box-lunches will be available in the Hospitality area.

VOLUNTEER LIABILITY WAIVER

I, _____ do hereby acknowledge that I am participating voluntarily in the *Toxics Away! Household Hazardous Wastes Collection Day* being sponsored by the Cities of _____

_____,
Oakland Scavenger Company and Chemical Waste Management, Inc. I hereby waive, release and forever discharge, on behalf of myself and my representatives, all rights, claims, actions at law or otherwise for any damages or injury arising from my participation as a volunteer in the *Toxics Away! Household Hazardous Wastes Collection Day*.

I further agree that this waiver shall operate as a bar to all rights, claims, action at law or otherwise, which I or my representatives otherwise might or could sustain by reason of the Collection Day.

I further agree to defend, indemnify, save and hold harmless the Sponsoring Cities, the Oakland Scavenger Company and Chemical Waste Management, Inc. from all costs or liabilities arising from any assertion to such rights, claims, action at law or otherwise, and will make good to reimburse said persons for any expenditures, including reasonable attorney's fees, said persons may make by reason of such matters.

I HEREBY CERTIFY THAT THE FOREGOING WAIVER HAS BEEN READ AND ACCEPTED BY ME THEREWITH.

Date

Signature

Toxics Away! Household Hazardous Wastes Collection Day

Volunteer Sign-up Sheet

Date: _____

	<u>Name</u>	<u>Address (include zipcode)</u>	<u>Telephone</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____
19.	_____	_____	_____
20.	_____	_____	_____

Date Enrolled _____

Expiration Date _____

ZIP _____

REGISTRATION

AND

OATH OF OFFICE

FOR DISASTER SERVICE WORKERS

OF THE

CITY OF FREMONT, FREMONT, CALIFORNIA

I, _____ do solemnly swear (or affirm)
Print or type full name clearly

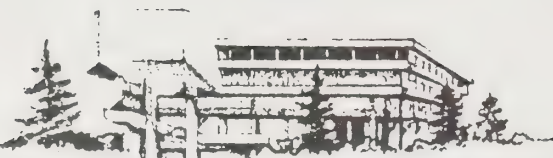
that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Taken and subscribed at Fremont, California _____ (date)

(signature)

(Assignment Classification)

Administered by _____



City of Fremont

City Government Building
Fremont, California 94538

In accepting the commission as a Disaster Service Worker, I fully understand, acknowledge and agree to the following conditions:

1. Registered Disaster Service Workers are eligible for benefits under Workmen's Compensation as provided by the State of California. The City of Fremont will not furnish any additional benefits or assume any liability.
2. The equipment owned by the volunteers shall be maintained by said volunteers and shall not be indemnified except under circumstances involving an actual disaster or disaster training approved by the Director of Emergency Services and in such cases indemnification is provided by the State Office of Emergency Preparedness and not by the City of Fremont.
3. The City of Fremont will make no capital appropriations for equipment items for the unit although it will encourage the use of the unit as an emergency resource and will furnish identification items, as necessary to the function, within its financial ability.

Name

Signature

Assignment Classification

Date

WHO REPORTS THE INJURIES?

The Director of your disaster council is responsible for reporting any injury as soon as possible to the nearest State Fund office and, in no case, more than five days after his knowledge of that injury. SCIF Form 67 (DS or CD) is used to report injuries; however, in case of any serious injury, the Director should report by phone to the nearest State Fund office within 24 hours of the injury, besides filling in the accident form.

WHAT DO I DO IF I AM INJURED?

Report it immediately to your supervisor. The Supervisor will assist you in obtaining medical attention.

WHAT IF I HAVE FURTHER QUESTIONS ABOUT MY BENEFITS NOW, OR AFTER AN INJURY?

Contact the nearest State Fund office (see list on the back of this brochure) and ask to speak to a claims representative. The representative will be glad to answer any questions you might have.

WHAT IF THERE IS A DISAGREEMENT?

The workers' compensation system was designed to provide benefits automatically. On occasion there are situations in which benefits are denied, or in which you may believe you are not receiving all the benefits to which you are entitled. If, after discussion with the State Fund claims representative, you are not able to reach an agreement, you may request assistance from the Division of Industrial Accidents. The Division has established an Information and Assistance Officer program to aid you in resolving such problems quickly and informally. Simply contact the local office of the Division of Industrial Accidents, and request the name of the Information and Assistance Officer in your area.

If the Division of Industrial Accidents is unable to resolve your problem, you may seek the services of the Workers' Compensation Appeals Board by filing an application for hearing. You may file this application and represent yourself or you may engage an attorney to represent you.

An attorney would file the application in your behalf for a hearing before the Workers' Compensation Appeals Board and would try to gather evidence for your point of view to present before the Board. If the Board grants you an award, it would set aside part of it as your attorney's fee — usually between 10 and 15 percent.

THE STATE WORKERS' COMPENSATION AND SAFETY PROGRAM

State Insurance Office
926 J Street, Suite 615
Sacramento, CA 95814
Telephone: (916) 322-8968
ATSS 8-492-8968

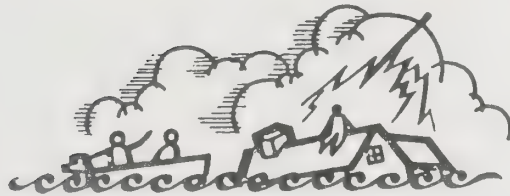
information for the DISASTER SERVICE WORKER about

WORKERS' COMPENSATION INSURANCE

OFFICE OF EMERGENCY SERVICES
Post Office Box 9577
Sacramento, California 95823
(916) 427-4990

state of california
OFFICE OF EMERGENCY SERVICES

WORKERS' COMPENSATION INFORMATION FOR THE DISASTER SERVICE WORKER



WHAT IS WORKERS' COMPENSATION? ARE DISASTER SERVICE WORKERS COVERED?

Workers' Compensation is a special kind of insurance to assist employees who get injured on the job or sick from disease caused by the job. Damage to artificial limbs, dentures or medical braces is also considered an injury if it occurs on the job.

Workers' Compensation benefits are set by the Legislature and spelled out in the Labor Code. One section in the Labor Code defines disaster service workers as "employees" under certain conditions, and describes their benefits.

WHO IS A DISASTER SERVICE WORKER? WHEN IS HE OR SHE ELIGIBLE FOR WORKERS' COMPENSATION BENEFITS?

A disaster service worker is anyone who is registered with a disaster council approved by the California Emergency Council, or any person ordered to perform services during a "state of war emergency" or any "state of emergency" or "local emergency" by a person or body having authority to command the aid of citizens to carry out assigned duties. A state of emergency may be proclaimed by the Governor as a result of such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake.

A disaster service worker might be a reserve police-officer, an auxiliary firefighter, an emergency welfare worker, a communications specialist, a medical worker, a transportation specialist, a clerk, or anyone qualified to perform services in one of a number of fields.

Any disaster service worker is eligible for workers' compensation benefits while performing assigned duties or undergoing any authorized training activities. Any injury under these circumstances is covered no matter where it occurs. If the disaster service worker or the disaster council with which the employee is working is paid for these services, an "employer-employee" relationship exists, and an injured would be entitled to workers' compensation in the usual way and not under the special provisions for disaster service workers. (Also, any members registered as active firefighters of any regularly organized and municipally supported volunteer fire department are excluded from coverage as far as disaster service benefits are concerned.)

If you are engaged in regularly scheduled disaster service activities, including training, your coverage is only during such activities — not while you are enroute between your home and the place to which you are to report for service or training.

However, if you are a disaster service worker suddenly called to duty during an emergency, your workers' compensation coverage starts when you leave your house and lasts until you are able to return, as long as you make no route deviations for personal reasons.



WHAT ARE THE WORKERS' COMPENSATION BENEFITS FOR DISASTER SERVICE WORKERS?

If you are injured you will receive all the medical care your condition requires, at no cost to you.

During the first 30 days following the date that the injury was reported, the treating physician(s) may be designated by your employer, or the State Compensation Insurance Fund. If you are dissatisfied with the physician(s) during this 30-day time period, you can request a change. After 30 days you may select a physician of your choice, if so desired. If, prior to your

injury, you gave your employer written notice of the name of a personal physician, then you may go to this physician for treatment immediately after injury. Please note that a personal physician must be a doctor of medicine, or a doctor of osteopathy. This would include corporations, partnerships, or associations of doctors of medicine or osteopathy.

If your injury disables you for more than three days, you will start receiving payments (temporary disability) until the doctor treating you says you are able to return to employment. There is no three-day waiting period if your injury requires hospitalization. If you are not hospitalized, but your disability extends beyond 21 days, then you will receive compensation for the waiting period. When your condition has stabilized — that is, when your doctor reports that it will get neither better nor worse — you may be eligible for further cash benefits, if your injury has left you with any lasting effect. This is called permanent disability. In cases of extreme permanent disability, a life pension is paid. If the injury leads to death, death benefits are paid.



WHO PAYS THESE BENEFITS? WHERE DOES THE MONEY COME FROM?

The State Compensation Insurance Fund pays workers' compensation benefits to disaster service workers. The State Fund is a state division within the Department of Industrial Relations. The money for these benefits comes from special funds appropriated by the Legislature.

Welcome to the Alameda County Pilot Program for Household Hazardous Waste Collection. To help us plan future events in the area, we ask you to take a few minutes to answer some questions.

TOXICS AWAY!
HOUSEHOLD
HAZARDOUS WASTE
COLLECTION DAY

Date: _____
Time: _____

1. What city do you live in? _____ Zipcode _____
2. Do you live in a house? _____ or apartment? _____
3. No. of households represented in this load _____
4. Your household size: _____ 1 person _____ 2 persons _____ 3 persons _____ 4+ persons
5. Age of participant: _____ under 30 _____ 30-60 _____ over 60
6. How did you hear about this program? Newspaper _____ Flyer/Poster _____ Word of Mouth _____
Garbage can notice _____ Other (specify) _____
7. Have you been to a Household Hazardous Waste Collection Day before? Yes _____ No _____
8. Did you know what a household hazardous waste was before this Program? Yes _____ No _____
9. Type of Materials brought in (total volume):

	<u><1 gal.</u>	<u>1-5 gal.</u>	<u>>5 gal.</u>		<u><1 gal.</u>	<u>1-5 gal.</u>	<u>>5 gal.</u>
Paints and thinners	_____	_____	_____	Pesticides	_____	_____	_____
Used motor oil	_____	_____	_____	Weed Killers	_____	_____	_____
Household cleaners	_____	_____	_____	Fertilizers	_____	_____	_____
Chemical drain cleaner	_____	_____	_____	Wood preservatives	_____	_____	_____
Auto/furniture polish	_____	_____	_____	Other (specify)	_____	_____	_____
10. Previously, these wastes were disposed of:
 - _____ In the garbage can along with household trash
 - _____ Poured down the sink or toilet
 - _____ Rinsed onto driveway, storm drain or gutter
 - _____ Dumped on yard/ground
 - _____ Sprayed on weeds
 - _____ Stored – because I didn't know what to do with it
 - _____ Other (please describe) _____
11. Do you know where in your community to dispose of automotive gas or oil? Yes _____ No _____
(List of available sites will be provided on request)
12. Did you know before this Program that it was not a safe practice to dispose of household hazardous waste in the garbage? Yes _____ No _____
13. If this program were offered again, would you make use of it? Yes _____ No _____
If yes, how many times a year? 1 _____ 2 _____ 3 _____ 4+ _____
14. Would you use a permanent facility that accepted household hazardous wastes? Yes _____ No _____
15. Would you be willing to pay a nominal fee to use this type of facility? Yes _____ No _____

ADDITIONAL COMMENTS: _____

Thank you for bringing your household hazardous wastes for safe disposal.

Be sure to pick up the brochure: **Facts you should know about Hazardous Waste/Reference Chart.**

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P. O. Box 2050
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